

We are

The European Union Mission in Armenia (EUMA) is a non-executive, non-armed civilian Common Security and Defence Policy (CSDP) Mission. EUMA will observe and report on the security situation along the Armenian side of the international border with Azerbaijan. It will contribute to human security in conflict-affected areas in Armenia and contribute to build confidence between Armenia and Azerbaijan populations.

We offer

The European Union Mission in Armenia (EUMA) offers 4 posts in the Security and Duty of Care, Operations Department, Mission Support Department, and Chief of Staff Office. We offer working opportunity in an international environment with a professional atmosphere. It is full time work, in a multicultural environment.

Working hours: 40 hours/week

Place of employment: As indicated in the respective job description

Duration: Fix term contract until 19.02.2027, with 3 months' probation period and a possibility of receiving a new contract starting with 20.02.2027, pending approval of the budget and the future Mission mandate.

Salary Group: As indicated in the respective job description

Availability: As soon as possible

For detailed Job Descriptions, please see on the Post Title you are eligible to apply for, in the table below.

Job titles / Vacancy Notice:

Nr. Crt.	Ref. No	Post Name	Duty station	Department
1.	ALS 04	Security Assistant	Yeghegnadzor	Security and Duty of Care Department
2.	ALS 55	Interpreter	Kapan/countrywide	Operation Department
3.	ALS 59	Driver	Yeghegnadzor	Mission Support Department
4.	ALS 23	Press and Public Information Officer	Yeghegnadzor	Chief of Staff Office / PPIO

Selection Criteria

Essential Requirements:

1. Medically fit to perform the required duties;
2. Enjoys civil rights and permits for employment under local law;
3. Fluency in English and Armenian, both oral and written;
4. Level of education as indicated in the respective Job Description;
5. After having fulfilled the education requirements, years of relevant professional experience, as indicated in the respective Job Description, in performing duties similar to those mentioned in job description.

The following will be considered an asset:

1. Knowledge of additional EU language and/or Russian language;
2. Additional relevant professional qualifications and/or certificates;
3. Experience in state, international, diplomatic organisation or in a dynamic private sector company;

How to apply

Please send your Application Form and supporting documents to recruitment@eum-armenia.eu. The package should include:

- a work permission (for non-Armenian citizens, in case a non-Armenian candidate is selected, you are requested to obtain a valid work permit in the Republic of Armenia within 1 month timeframe after being nominated for selection. If failing to do so, the European Union Mission in Armenia reserves the right to cancel the selection and employment procedure)
- a detailed Application Form that will clearly indicate the post you apply for, previous employments in "dd/mm/yyyy- dd/mm/yyyy " format for start and ending dates for every previous position (when calculating experience, for any overlapping periods of positions, the EUM Armenia will take into consideration only one of the employments),

The Application Form template is available [here](#).

ATTENTION! Application Forms in any other format will not be considered.

Please indicate in your Application Form the earliest possible starting date for you.

When the Application Form is sent by email to recruitment@eum-armenia.eu, please use the following format: LASTNAME_FirstName_ApplicationForm_ALSXX_PostName

The selection procedure

After the deadline for applications, the applications will be reviewed by the Selection Panel that will establish a shortlist of candidates who are considered to be the most suitable for the post on the basis of a preliminary assessment of the information provided in their application form. The short-listed candidates will be invited to an assessment phase which will include an interview and possibly some tests. During this phase, the Selection Panel will assess the suitability of the candidates for the post.

The deadline for applications receipt is: Friday, 27/03/2025 at 12:00hrs Yerevan Time

For more information relating to recruitment and selection, please contact

recruitment@eum-armenia.eu

Position Code	Position Title	
ALS 04 (Yeghegnadzor)	Security Assistant (1 position)	
Department/Unit	Location	Post Group (Local Staff)
Component/Department/Unit: Security and Duty of Care	Yeghegnadzor	III

The Security Assistant reports to the Senior Mission Security Officer (SMSO) and/or his/her designate via Mission Security Officer (MSO). As part of the Security and Duty of Care Department (SDCD), s/he will contribute to the efficient and effective running of the Security tasks.

Duties and Responsibilities

The Security Assistant is required, in accordance with the EUMA Mandate, Code of Conduct and the General Service Conditions for Locally Contracted Staff Employed by EUMA, serving in Armenia, to perform the following tasks:

- To collect, assess and communicate all information related the security situation at the Area of Responsibility
- To assist in collecting, updating and communicating information regarding the security situation in Armenia and wider region;
- To produce reports on any and all incidents affecting mission staff, offices and assets and initiate necessary follow up;
- To support MSO to liaise and coordinate, as appropriate, with the host government security organizations and/or personnel, including national and local provincial authorities, military, and police officers, as well as non-governmental organizations and other non-State actors in the area of operation;
- To co-operate closely on security issues with other organizations and national law enforcement agencies;
- To respond to security incidents/accidents (i.e. traffic accidents) in the area of operation and conduct incident management;
- To assist in the implementation of security operations and all matters relating to the safety and security for EUMA personnel in the region of assignment;
- To assist in maintaining security contingency plans updated;
- In the absence of MSO, to provide professional knowledge and other assistance at security related meetings;
- To assist in management and control of Guard Force from Contracted Private Security Company;
- To assist in the development and maintenance of warden system and keeps update of information related to EUMA locations and residences;
- To assist in ensuring residential and office safety, and security preparedness;
- To ensure that all security and communications equipment is kept up-to-date an in a state of operational readiness;
- To maintain public security inside Forward Operation Bases (FOBs);
- To monitor the record of visitors and visitors procedures inside FOBs;
- In cooperation with FOB Team Leader and MSO, to conduct regular fire drills, communication tests, evacuation and other trainings and exercises;
- To support the FOB Team Leader in conducting operations and provide language assistance if required;
- To perform any other related tasks as requested by the Line Manager(s).

Qualifications and experience

Eligibility criteria:

- Medically fit to perform the required duties;
- Fluency in English and Armenian, both oral and written;
- Enjoy full civil rights and do not have criminal record;
- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;

- Successful completion of a minimum level of Upper Secondary Education attested by a graduation Diploma and/or equivalent Police/Military/Security education.
AND
- After having obtained the graduation diploma, a minimum of three (3) years of relevant and proven full-time security related professional experience in the private and/or public sector.

Essential criteria:

- Very good knowledge and experience of Microsoft Office applications;
- Good experience of using data for preparing reports;
- Valid driving license category: B.

Additional advantageous assets:

- Professional experience in an EU and/or international environment;
- Experience in positions requiring excellent analytical and organizational skills, with a service and project-oriented approach;
- Professional qualification in security management is an asset;
- Valid driving license category C/C1;
- Knowledge of radio operation;
- Experience of working in an intercultural environment, with respect of diversity.

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with colleagues and as part of a team, with respect to diversity;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to focus on priorities, evaluate procedures and processes required to have the tasks completed;
- Ability to deliver work on time and up to the standards described by the SOPs, Guidelines, Instructions etc., even under pressure;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to perform on-call and irregular working schedule under field conditions if required;
- Ability to travel to high risk areas and to conduct security duties;
- Maintain the highest levels of confidentiality and discretion when dealing with information.

Position Code	Position Title	
ALS 55 (Kapan)	Interpreter (1 position)	
Department/Unit	Location	Post Group (Local Staff)
Operations Department	Kapan/countrywide	II

The Interpreter reports to the Deputy Monitoring Team Leader.

Duties and Responsibilities

- To accompany and support Mission staff during their patrol duties;
- To perform verbal and written accurate translations from Armenian, English or Russian, and vice versa, during patrols, meetings or events;
- To perform work in difficult environments (inside and outside office);
- To perform on-call and an irregular working schedule;
- To arrange meetings at the request of the PL or the FOB management;
- To take notes / minutes at meetings;
- To perform administrative and secretarial duties, translate memos, letters, and other requested documents;
- To file documents and recorded data in appropriate databases and files;
- To perform the duties listed in this JD in location other than Yeghegnadzor, following a reassignment based on operational needs;
- To undertake any other related tasks as required by the Line Manager(s).

Qualifications and experience

Eligibility criteria:

- Medically fit to perform the required duties;
- Excellent communication skills of English and Armenian;
- Enjoy full civil rights and do not have criminal record;
- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full university studies attested by a degree in Foreign Languages and Literature, Political Science, International Relations, Law, Social Sciences, Diplomacy Philology, Humanities or other field of study, where the normal duration of university education in the country awarded is 3 (three) years or more (e.g. Bachelor's Degree);
AND
- After having obtained the university degree, a minimum of 1 (one) year of relevant and proven professional experience in interpreting and translating between Armenian and English (oral and written).

Essential criteria:

- Excellent communication skills of English and Armenian;
- Very good knowledge and experience of Office Package;
- Ability to fulfil the interpretation duties and conversations while ensuring professional conduct

Additional advantageous assets:

- Professional experience in an EU and/or International environment;

- Clear understanding and commitment to of EU principles and core values
- Experience in interpreting and translating between Russian, Armenian and English (oral and written).
- Experience of working in an intercultural environment, with respect of diversity;

Personality assets:

- Have strong sense of initiative, responsibility and flexibility;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to communicate and write in a clear and concise manner;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to deal helpfully and courteously with people, as delegated by Line Manager, including outside contacts;
- Ability to perform on-call and irregular working schedule if required.

Position Code	Position Title	
ALS 59	Driver	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/ Transport	Yeghegnadzor	V

The Driver reports to the Transport Officer(s).

Duties and Responsibilities

- General driving duties, involving light and armoured vehicles (4WD and mini vans);
- To be responsible for the routine upholding of the EUMA-owned or rented vehicle fleet by checking assigned vehicles on a regular basis;
- To carry out the daily first-line vehicle servicing and maintenance;
- To complete the necessary EUMA transportation documentation;
- To strictly comply with drivers/mechanics instructions as issued periodically by the Transport Officer(s);
- To assist in the distribution of vehicle equipment and supplies throughout the Mission area by complying with the instructions of the Transport Officer(s);
- To be ready, when requested, and to perform duties in smart attire (black suit, white shirt and tie);
- To deal with information with confidentiality and discretion;
- To Perform any other task as requested by his/her Line Manager.

Qualifications and experience

Eligibility criteria:

- Medically fit to perform the required duties;
- Basic communication skills of English and good communication skills of Armenian;
- Enjoy full civil rights and do not have criminal record;
- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Be in possession of a valid driving license categories B, C and D.
- Successful completion of a minimum level of Secondary Education attested by a graduation diploma;
AND
- After having obtained the graduation diploma, a minimum of 3 (three) years of proven and full time experience in driving in the private and/or public sector;

Essential criteria:

- Outstanding knowledge of Yerevan area and good geographical knowledge of Armenia;
- Solid mechanical skills on vehicles;

Additional advantageous assets:

- Flexibility in the execution of tasks and ability to work independently.
- Ability to perform under stress and in difficult circumstances;
- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Fluency in Russian language;

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to deliver work on time and to agreed standards, even under pressure;
- Used to work on a multitude of activities at the same time and with limited supervision;
- Punctuality, commitment to quality, attention to detail, willingness to work flexible working hours and still deal helpfully and courteously with all contacts.

Position Code	Position Title	
ALS 23	Press and Public Information Officer	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/ Press and Public Information	Yeghegnadzor	II

The Press and Public Information Officer reports to the Head of Press and Public Information Office.

Duties and Responsibilities

- To support the Press and Public Information Office in all its media-relation work, including but not exclusively: regular contacts with journalists, reply to media queries, drafting of press releases, organisation of media briefings and interviews, maintaining updated media lists, etc.
- To support Press and Public Information Office in the outreach activities toward the European Union Mission in Armenia (EUMA) key audiences. This includes designing, preparing and disseminating/posting information products such as leaflets, social media and web copy, multimedia content and social media video, infographics, etc.
- To regularly prepare content, and to post on the Mission's social media accounts and website approved content;
- To assist in organizing press briefs, contacts and visits and help Press and Public Information Office presenting the EUMA to the media through translation and representation;
- To assist the Press and Public Information Office to establish, facilitate and develop contacts to the local media.
- To monitor and stay abreast of relevant media and political landscapes, and to be up to date on media coverage of topics relevant to EUMA's work;
- To produce regular media summaries and analyses (either orally or in written form), including daily press clippings;
- To assist Press and Public Information Office in administrative tasks, such as managing contracts and procurement processes with external providers;
- To undertake any other related tasks as requested by the Line Manager.

Qualifications and experience

Eligibility criteria:

- Medically fit to perform the required duties;
- Excellent communication skills of English and Armenian;
- Enjoy full civil rights and do not have criminal record;
- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full university studies attested by a degree in Journalism and Communication Science, Political Science, International Relations, Social Sciences, Diplomacy Philology, Humanities or a closely related field of study, where the normal duration of university education in the country awarded is 3 (three) years or more (e.g. Bachelor's Degree);
AND
- After having obtained the university degree, at least 5 (five) years of relevant and proven full-time professional experience in the areas of Communication, Press and Media handling.

Essential criteria:

- Very good knowledge and experience of Office Package;
- Excellent understanding of the Armenian media and public communications environment;
- Excellent understanding of the political and social national and international environment;
- Proven knowledge and experience in managing institutional social media accounts;
- Proven knowledge and experience with video editing and design tools (such as Canva, or Adobe Suite);
- To have a strong sense of confidentiality and discretion in dealing with Mission-related matters;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach.

Additional advantageous assets:

- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required;
- Ability to remain calm whilst working in a busy, sometimes stressful environment;
- Ability to adhere to EU fundamental values and standards;
- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Fluency in Russian language;
- Experience of data analysis for preparing reports;

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to write and communicate in a clear and concise manner;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to perform on-call and irregular working schedule if required.