EUROPEAN EXTERNAL ACTION SERVICE

Annex 1

European Union Mission in Georgia **(EUMM Georgia)** **1-2024 Call for Contributions** Requirements and Job Descriptions				
Organisation:	**European Union Monitoring Mission in Georgia**			
Job Location:	**As indicated below**			
Employment Regime:	**As indicated below**			
Job Titles/ Vacancy Notice:	**Ref.:**	**Name of the Post:**	**Location:**	**Availability:**
	Seconded (41)			
	GEO PR 01	Senior Reporting Officer	Tbilisi	ASAP
	GEO PR 02	Reporting Officer	Tbilisi	ASAP
	GEO PR 04	Reporting Officer	Tbilisi	ASAP
	GEO PR 05	Reporting Officer	Tbilisi	ASAP
	GEO PA 01*	Senior Political Adviser	Tbilisi	28 Mar 2024
	GEO CA 02***	Mission Analytical Capability Analyst	Tbilisi	ASAP
	GEO OH 01	Mission Hotline Holder	Tbilisi	04 Sep 2024
	GEO OH 02	Mission Hotline Holder	Tbilisi	ASAP
	GEO OH 03	Mission Hotline Holder	Tbilisi	ASAP
	GEO ZT 05	Operations Team Leader	Zugdidi	ASAP
	GEO ZS 01	Senior Reporting and Information Officer	Zugdidi	18 Sep 2024
	GEO ZO 07a	Reporting and Information Officer	Zugdidi	ASAP
	GEO GT 05	Operations Team Leader	Gori	08 Jul 2024
	GEO GO 08a	Reporting and Information Officer	Gori	12 Aug 2024
	GEO MO 11	Reporting and Information Officer	Mtskheta	ASAP
	GEO MO 10b	CIS Officer	Mtskheta	01 Jul 2024
	GEO MT 03	Monitoring Team Leader	Mtskheta	ASAP
	GEO ZM 06	Monitor	Zugdidi	12 Aug 2024
	GEO ZM 12**		Zugdidi	12 Aug 2024
	GEO ZM 14		Zugdidi	ASAP
	GEO ZM 15**		Zugdidi	29 Jul 2024
	GEO ZM 18		Zugdidi	27 Jun 2024
	GEO ZM 20		Zugdidi	18 Jul 2024
	GEO ZM 21**		Zugdidi	04 Sep 2024
	GEO ZM 28		Zugdidi	ASAP
	GEO GM 03		Gori	ASAP
	GEO GM 04*		Gori	ASAP
	GEO GM 08*		Gori	ASAP

GEO GM 09*		Gori	ASAP
GEO GM 14		Gori	15 Jul 2024
GEO GM 28		Gori	15 Jul 2024
GEO GM 34		Gori	29 Jul 2024
GEO GM 35**		Gori	04 Sep 2024
GEO GM 36*		Gori	ASAP
GEO GM 37		Gori	03 Sep 2024
GEO GM 48**		Gori	04 Sep 2024
GEO GM 59		Gori	27 Jun 2024
GEO GM 66		Gori	12 Aug 2024
GEO MM 15		Mtskheta	12 Sep 2024
GEO MM 23		Mtskheta	12 Aug 2024
GEO MM 33		Mtskheta	18 Jul 2024
Seconded/Contracted (5)			
GEO HF 01***	Verification Officer	Tbilisi	ASAP
GEO AD 01a	Head of Mission Support Department	Tbilisi	11 Jul 2024
GEO AC 01c	Head of Communication and Information Systems (CIS)	Tbilisi	ASAP
GEO AC 07a	Cyber Security Officer	Tbilisi	ASAP
GEO SE 12c	Mission Information Security Officer / CIS	Tbilisi	ASAP

Deadline for Applications:	**Friday, 23 February 2024, 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** *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.*
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): **Ms Susanne EVERT** **cpcc.eummgeorgia@eeas.europa.eu** **+32 (0)2 584 29 63**

*Availability of post is subject to the acceptance of selection.
**Availability of post is subject to the acceptance of extension request.
***Availability of post is subject to the End of Mission confirmation / resignation.

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 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

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

I. GENERAL CONDITIONS

Citizenship – Citizenship of an EU Member State.

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

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

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

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

To ensure duty of care in the civilian CSDP Mission, selected seconded/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.

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

II. REQUIREMENTS

II.A Essential Requirements

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

1. Education and Training

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

2. Knowledge

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

3. Skills and abilities

Language Skills[2] – Spoken and written proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

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

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

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

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

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

II.B Desirable Requirements

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

Knowledge and Experience of SSR – The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Some proficiency in local language(s).

Driving Licence – Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

Passport – The selected candidates must have a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

---

[1] https://ec.europa.eu/ploteus/content/descriptors-page
[2] Common European Framework of References for Languages

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

Education diploma(s)/certificate(s) or/and professional certificate(s) – The 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 the duties.

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

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

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

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, 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 (CivOpsCdr 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 – Recommended and mandatory equipment is listed in Annex 2

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

IV. ADDITIONAL INFORMATION

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

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

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

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

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

Training – The selected candidates should complete Missionwise and SAFE[3] modules, which are designed for the delegations or equivalent, until a new platform is launched.

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

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

V. JOB DESCRIPTIONS

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

---

[3] https://webgate.ec.europa.eu/eeas/security-e-learnings

SECONDED POSITIONS

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

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

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

3. General Tasks and Responsibilities:
* To identify and report on lessons learned and best practices within the respective area of responsibility;
* To contribute and ensure timely reporting on activities within the respective area of responsibility;
* To take account of gender equality 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 <u>OR</u> a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework <u>OR</u> a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; <u>AND</u>

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

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

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

7. Desirable Knowledge, Skills and Abilities:
- Knowledge of Russian and/or Georgian language(s).

Position Name:	Employment Regime:	
Reporting Officer	Seconded	
Ref. Number:	**Location:**	**Availability:**
GEO PR 02, 04, 05	Tbilisi	ASAP
Component/Department/Unit:	**Security Clearance Level:**	**Open to Contributing Third States:** No
Chief of Staff Office/Political, Analysis, Reporting and Communications Department/	EU SECRET	

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

2. Main Tasks and Responsibilities:
- To produce timely and accurate periodic, thematic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To keep abreast of and process information on operational developments, as well as mandate-relevant political events and trends in the Missions' area of responsibility;
- To contribute to the drafting of the Mission's inputs to the Incident Prevention and Response Mechanism meetings and to the Geneva International Discussions;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information, to ensure analytical consistency;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To maintain positive working relationships with Reporting and Information Officers in Field Offices to verify facts and ensure submission of high-quality information;
- To provide ad interim / remote support to the reporting function of the Mission in another location, if and when operationally required;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations; produce talking points for various purposes and contexts; and draft meeting reports

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

4. Essential Qualifications and Experience:
- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; 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:
- Sound judgment in identifying priority issues from information received;

- Ability to synthesize information and draft clearly, succinctly and quickly;
- Excellent drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and judgement;
- Excellent English language skills.

6. Desirable Qualifications and Experience:
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:
- Knowledge of Russian and/or Georgian language(s).

Position Name: Senior Political Adviser	Employment Regime: Seconded	
Ref. Number: GEO PA 01*	Location: Tbilisi	Availability: 28 March 2024
Component/Department/Unit: Chief of Staff Office/Head of Political, Analysis, Reporting and Communications (PARC) Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To follow political developments in Mission's Area of Responsibility and in the region;
- To provide analysis and political advice to the Head of Mission and Mission management related to the possible political impact on the Mission mandate implementation;
- To ensure the Head of Mission and senior Mission management are regularly updated on relevant political developments;
- To maintain close relationships with the EU Delegation and the EU Special Representative;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations;
- To contribute to the analysis and advice on policy matters pertaining to the Mission mandate implementation;
- To participate in regular exchanges of information with Political Advisers in other civilian CSDP Missions as appropriate;
- To draft Mission reports and prepare briefings, notes and meeting records;
- To prepare/contribute to briefings and notes in a timely manner;
- To conduct briefings for Mission members and other individuals and groups;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles;
- To review regular Mission reporting and other reports, papers and briefings in relation to the implementation of the Mission mandate;
- Without prejudice to the chain of command, to contribute to the regular liaison/coordination

3. General Tasks and Responsibilities:

- To coordinate the activities of the PARC Political Advice section, and guide colleagues, as necessary:
- 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 promote a positive and collaborative working environment:
- 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. The

qualification should be in any of the domains of Political studies, International Relations, Public Policy, Diplomacy, Security studies or other related field; <u>AND</u>

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

5. Essential Knowledge, Skills and Abilities:

- Excellent drafting and analytical skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Fluency in Russian language.

6. Desirable Qualifications and Experience:

- Excellent oral and negotiating skills, with the ability to give clear advice/instruction on issues;
- Experience in supervisory positions.
- International experience in crisis areas with multinational and/or international organisations in dealing with strategic-political issues, conflict prevention and crisis managements;
- Thorough knowledge of EU CFSP and CSDP as well as EU policy regarding Eastern Partnership;
- Extensive knowledge of regional security environment, including South Caucasus, Eastern Europe and Russia;
- Extensive experience in analysis, clear and concise report writing and drafting;
- Ability to work as a member of a team.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Georgian language.

Position Name:	Employment Regime:	
Mission Analytical Capability (MAC) Analyst	Seconded	
Ref. Number:	**Location:**	**Availability:**
GEO CA 02***	Tbilisi	ASAP
Component/Department/Unit:	**Security Clearance Level:**	**Open to Contributing**
Chief of Staff Office/MAC	EU SECRET	**Third States:** No

1. Reporting Line

The Mission Analytical Capability (MAC) Analyst reports to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To support the Mission situational awareness in accordance with the agreed Mission Analytical Capability (MAC) concept;
- To establish where required and as directed by the Head of Mission liaison arrangements with relevant counterparts;
- To provide input and draft Mission reports, including special reports;
- To disseminate MAC products internally and/or externally as directed by the Head of Mission and ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures;
- To act upon the Head of Mission information and analysis requirements;
- To help if so directed with analysis related to hybrid threats including foreign information manipulation and interference (FIMI) and/or other theatre-specific emerging challenges;
- To identify the specific dynamics and actors linked to the situation of the Area of Operation;
- To identify, monitor and report on emerging and on-going hybrid and other threats/challenges in the area of operation and against the Mission, the host nation and EU interests, and to further develop the Missions' 'early warning' capacity on hybrid and other threats, in coordination with relevant actors in the Mission;
- To manage Mission interaction with EU Intelligence and Situation Centre (INTCEN)/Single Intelligence Analysis Capacity including the Hybrid Fusion Cell as well as SG.STRAT.2 - Strategic Communication, Task Forces and Information Analysis.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

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

5. Essential Knowledge, Skills and Abilities:

- Analytical skills and knowledge of information collection;
- Writing and reporting skills;
- Professional fluency in English.

6. Desirable Qualifications and Experience:
- Master's degree in any of the fields of Political Science, International Relations, or other related fields;
- Experience in use of analytical IT packages and processes;
- Successful completion open-source intelligence courses;
- Experience in analysing hybrid threats and/or other emerging threats;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:
- Knowledge of Georgian, Russian and/or other regional languages.

Position Name:	Employment Regime:	
Mission Hotline Holder	Seconded	
Ref. Number:	**Location:**	**Availability:**
GEO OH 01, 02, 03	Tbilisi	ASAP / 04 Sep 2024
Component/Department/Unit:	**Security Clearance Level:**	**Open to Contributing Third States:** No
Operations Department Tbilisi Component / Confidence Building Section	EU SECRET	

1. Reporting Line:
The Mission Hotline Holder reports to the Head of Operations.

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

3. General Tasks and Responsibilities:
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality 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 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:
- Proactive approach, and the ability to interact within an international environment;
- Ability to establish diplomatic relations with government officials;
- Ability to handle sensitive matters, and to follow trends in the administration of diverse programs;
- Fluency in Russian language.

6. Desirable Qualifications and Experience:
- Professional experience in liaising with police, military or governmental structures;

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

7. Desirable Knowledge, Skills and Abilities:
- Knowledge of Georgian language;
- Analytical skills.

Position Name:	Employment Regime:	
Operations Team Leader	Seconded	
Ref. Number:	**Location:**	**Availability:**
GEO ZT 05	Zugdidi	ASAP
GEO GT 05	Gori	08 Jul 2024
Component/Department/Unit:	**Security Clearance Level:**	**Open to Contributing Third States:** No
Operations Department/	EU CONFIDENTIAL	
Field Office Mtskheta/Operations Section		

1. Reporting Line:

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

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

3. Mission Specific Tasks and Responsibilities:
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality 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 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent

and attested police or/and military education or training or an award of an equivalent rank; <u>AND</u>

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

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

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

7. Desirable Knowledge, Skills and Abilities:
- Knowledge of Russian and/or Georgian language(s).

Position Name: Senior Reporting and Information Officer	Employment Regime: Seconded	
Ref. Number: GEO ZS 01	Location: Zugdidi	Availability: 18 Sep 2024
Component/Department/Unit: Operations Department/ Field Office Zugdidi/Reporting and Analysis Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:
The Senior Reporting and Information Officer reports to the Head of Field Office (HoFO).

2. Main Tasks and Responsibilities:
- To coordinate and monitor the activities of the Field Office (FO) Reporting and Information section and to give direction to other team members as instructed by the HoFO;
- To provide written reports as requested by the HoFO;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding the Mission's mandate implementation;
- To regularly contribute to updating and revising the Mission Information Collection Plan;
- To maintain continuous and positive working relationship with the Political, Analysis, Reporting and Communications Department in the Mission Headquarters;
- To provide ad interim / remote support to the reporting function of the Mission in another location, if and when operationally required;
- To coordinate the process of receiving debriefings from all the Reporting and Information Officers of all FO patrols after their return from their daily patrol duties so that all relevant monitoring information is available and inputted into the FO reports;
- To review patrol reports for quality and accuracy, and to advise patrol leaders and team leaders accordingly;
- To coordinate the processing and analyses of the information gathered by patrols;
- To ensure that the FO information databases and statics are maintained regularly updated.

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

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

5. **Essential Knowledge, Skills and Abilities:**
- Analytical capability and knowledge of information collection and analytical methods;
- Report compilation, highly developed drafting and editing skills as well as database management;
- Good knowledge of the European Union Policies and Institutions in particular Common Foreign and Security Policy (CFSP) and Common Security and Defence Policy (CSDP).

6. **Desirable Qualifications and Experience:**
- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds;
- Experience in report writing - preferably in relation to a post-conflict environment;
- Experience in an operational environment in a civilian/humanitarian, development, police or military context.
- Understanding of gender mainstreaming, gender analysis and key gender issues in post-conflict contexts;
- Experience of working with civil society;
- Experience in establishing trust and building relationships with vulnerable women and men, Internally Displaced Persons (IDP's) and refugees;
- Experience in preparing action plans.

7. **Desirable Knowledge, Skills and Abilities:**
- Ability to prioritise and manage a demanding workload;
- Understanding of team work processes and readiness to cooperate effectively with colleagues performing a variety of tasks;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Reporting and Information Officer	Employment Regime: Seconded	
Ref. Number: GEO ZO 07a GEO GO 08a GEO MO 11	Location: Zugdidi Gori Mtskheta	Availability: ASAP 12 Aug 2024 ASAP
Component/Department/Unit: Operations Department/ Field Offices Zugdidi, Gori and Mtskheta/Reporting and Analysis Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

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

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

3. General Tasks and Responsibilities:
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality 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 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; <u>OR</u> equivalent and attested police and/or military education or training or an award of an equivalent rank; <u>AND</u>

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. **Essential Knowledge, Skills and Abilities:**
   - Good drafting and editing skills;
   - Communication and presentation skills;
   - Analytical capability and knowledge of information collection;
   - Political awareness and understanding;
   - Excellent English language skills.

6. **Desirable Qualifications and Experience:**
   - International experience, particularly in crisis areas with multinational and international organisations.

7. **Desirable Knowledge, Skills and Abilities:**
   - Knowledge of Russian and/or Georgian language(s).

Position Name: Communication & Information Systems (CIS) Officer	Employment Regime: Seconded	
Ref. Number: GEO MO 10b	Location: Mtskheta	Availability: 01 Jul 2024
Component/Department/Unit: Operations Department/ Field Office Mtskheta	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:
The CIS Officer reports operationally to the Head of Field Office, acting with the needed coordination on CIS issues with the Head of Communications and Information Systems.

2. Main Tasks and Responsibilities:
- To provide CIS first-level of support in the Field Office; to initial troubleshooting for all directly-reported issues or tickets assigned through the Help Desk ticketing system, quickly restore the affected services;
- To act as the custodian of all CIS assets deployed in the Field Office, including hardware, software, radio, satellite communication equipment and video teleconferencing;
- To conduct the maintenance processes of CIS standard hardware, software, systems, and peripherals in the Field Office;
- To deliver training to Mission members on new technologies and procedures;
- To provide support for Mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To monitor activities, analyse and report on issues pertaining to the area of responsibility;
- To maintain accurate and up-to-date inventory of all Communication and Information System assets and network services, their functionality, distribution and location;
- To submit consolidated reports on the technical condition of Communication and Information Systems assets;
- To monitor and improve the security posture of Communication and Information System assets and security control functions (i.e. antivirus/antimalware);
- To deploy Windows Operating System and device management tools and verify the successful update of device configuration according to IT policies;
- To troubleshoot issues affecting Windows Operating System, printer and network connectivity, software functionality, radio network,
- To ensure IT and communication assets are used in accordance with best practices and procedures;
- To perform annual general maintenance of all hardware, software and communication equipment and ensure functionality within accepted technical parameters;
- To maintain contact with Security and Duty of Care Department for technical and security instructions and implementation;
- To operate and maintain encryption devices/systems and prepare procedures and user manuals for approved users of crypto systems;
- To oversee the implementation of all Communication and Information Systems Standard Operating Procedures (SOPs);
- To prepare IT systems user guides and manuals for end users (e.g. printers, laptops, desktops, tablets, projectors, etc.) and communication assets (VTC, smartphones, satellite phones, radios);
- To support the Field Office, if/when needed, by conducting monitoring activities and analysing and reporting on requested issues pertaining to the Field Office Area of Responsibility.

3. General Tasks and Responsibilities:
- To identify and report on lessons learned and best practices within the respective area of responsibility;

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

4. Essential Qualifications and Experience:
- Successful completion of university studies of at least 3 years attested by a diploma <u>OR</u> a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework <u>OR</u> 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 Technology, Computer Science, Telecommunications, IT Engineering or other related fields) OR equivalent and attested police or/and military education or training or an award of an equivalent rank; <u>AND</u>

- A minimum 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:
- Knowledge of computer systems and wired/wireless network technologies, e.g. LANs, MANs, WANs;
- Technical skills and hands-on experience in troubleshooting hardware, software and network connectivity issues;
- Understanding of Windows Active Directory domain services;
- Strong analytical and problem solving skills;
- Drafting and writing skills.

6. Desirable Qualifications and Experience:
- Experience with the ITIL (Information Technology Information Library) best practices;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:
- Knowledge of Microsoft 365 technologies (i.e. Azure Active Directory, Microsoft Intune);
- Knowledge of hardware performance and specifications;
- Basic understanding of topographic maps, colours, symbols and scales and handheld GPS;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Monitoring Team Leader	Employment Regime: Seconded	
Ref. Number: GEO MT 03	Location: Mtskheta (Human Security Team)	Availability: ASAP
Component/Department/Unit: Operations Department/Field Office Mtskheta	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:
The Monitoring Team Leader reports to the Head of Field Office (HoFO).

2. Main Tasks and Responsibilities:
- To lead the Field Office (FO) Monitoring Team to which they are assigned;
- To communicate and monitor achievement of operational objectives by the Monitoring Team, and to act as first Line Manager for Monitors in his/her team;
- To ensure the timely flow of information within the Field Offices;
- To analyse patrol findings alongside previously recorded information to monitor trends, developments, information gaps and to plan further patrol tasking;
- To guide and to oversee the tasks of team members including Patrol Leaders;
- To act as focal-point for receiving, developing and disseminating the Team's information;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To identify best practice and lessons learned within the field of responsibility;
- To ensure that patrols are planned and carried out in accordance with HoFO guidelines, directions and Mission Standard Operating Procedures;
- To further develop expertise in relevant thematic areas within the team, and to actively maintain up-to-date knowledge;
- To supervise and advise team members on all aspects of their duties (duty rosters, leave, deployment, etc.).
- To build and maintain efficient and effective team cooperation;

Compliance Team (CT)

- To advise and assist the HoFO on all aspects of the compliance of relevant security actors to military and police related technical arrangements;
- To plan and conduct compliance activities in coordination with the EUMM Senior Liaison Officer to GEO MIA (Ministry of Internal Affairs) and SSSG (State Security Service of Georgia) and the Liaison Officer to the MoD (Ministry of Defence);

Administrative Boundary Line Team (ABLT)

- To advise and assist the HoFO on all aspects of ABL-related Security, Compliance and Human Rights-related issues (including gender equality and women's rights) as well as his or her team's other thematic areas of work;

Human Security Team (HST)

- To advise and assist the HoFO on all aspects of Human Security issues (including human security, human rights, humanitarian, gender or other related issues) as well as his or her team's other thematic areas of work;

3. General Tasks and Responsibilities:
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;

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

4. Essential Qualifications and Experience:
- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree 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, out of which a minimum of 3 years should be at a Management or Team Leader level;

Compliance Team

- The above professional experience should be acquired in law enforcement, or military service or in work related to police or military.

5. Essential knowledge, skills and abilities:
- Analytical capability and knowledge of information collection and analytical methods organisational, prioritisation, planning, and time-management skills;
- Report compilation, drafting and editing skills as well as database management;
- Demonstrates cultural and gender sensitivity and respect for diversity;
- Presentation and report writing skills.

6. Desirable Qualifications and Experience:
- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds;
- At least 3 years experience in an operational environment, e.g. crisis management, security actor, humanitarian or development field work, or in another relevant international work environment;
- Experience of working with civil society;
- Experience in establishing trust and building relationships with vulnerable women and men, Internally Displaced Persons (IDP's) and refugees;
- Experience in preparing action plans;
- Background and experience in gender and human rights issues;
- Experience with medical support i.e. ambulance services, rescue service, paramedic training, advanced first aid, etc.

Human Security Team

- Experience in working on land ownership issues, land disputes and property law;

7. Desirable knowledge, skills and abilities:
- *Civilian and/or female candidates are highly encouraged to apply.*
- Basic understanding of topographic maps, colours, symbols, scales and handheld GPS;
- Ability to conduct analysis based on information, knowledge management and databases;
- Knowledge of Russian and/or Georgian language(s).

Compliance Team

- Knowledge of and familiarity with military equipment (ex-Soviet, Russian, and NATO);
- Knowledge of security operations, organisation and training doctrines (NATO, Russian);

Human Security Team
Knowledge on property issues in post-conflict environment, irrigation, water access.

Position Name: Monitor	Employment Regime: Seconded	
Ref. Number: See page 1&2	Location: Zugdidi/Gori/Mtskheta	Availability: See page 1&2
Component/Department/Unit: Operations Department/Field Offices Zugdidi, Gori and Mtskheta	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. **Reporting Line:**
The Monitor reports to the Monitoring Team Leader (MTL).

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

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

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

   - A minimum 3 years of relevant professional experience, after having fulfilled the education requirements.

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

6. **Desirable Qualifications and Experience:**
   - Civilian and/or female candidates are highly encouraged to apply.
   - Experience of working with civil society;
   - International experience, particularly in crisis areas with multinational and international organisations.

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

SECONDED/CONTRACTED POSITIONS

Position Name: Verification Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management Level (MSML)
Ref. number: GEO HF 01***	Location: Tbilisi	Availability: ASAP
Component/Department/Unit: Head of Mission Office/Financial Control Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Verification Officer reports to the Head of Mission (HoM) in all required tasks, while administratively supervised by the Chief of Staff.

2. Main Tasks and Responsibilities:
- To execute ex-ante checks put in place by the Authorising Officer, in coordination with Finance, Procurement and Human Resources Units and other Mission Units:
- To ensure each expense is in line with criteria of eligibility and requirements referred to in the applicable regulations;
- To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the applicable rules;
- To inform project managers/task officers on the authorising and validation process;
- To contribute to the training of Mission members as required;
- To coordinate the work and tasks of the Financial Verification Team.

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

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

5. Essential Knowledge, Skills and Abilities:
- Analytical, research and problem-solving skills;
- Proficiency in at least one accounting software and Microsoft applications especially Excel;
- Attention to detail and ensure reliability and accuracy in the delivery of tasks.

6. Desirable Qualifications and Experience:
- Degree or certificate in economics/business or public administration/management/accounting or other related or relevant field;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Good knowledge and/or experience in strategic management and/or public administration;
- Coordination skills;
- Knowledge of Russian and/or Georgian language(s)

Position Name: Head of Mission Support Department	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. number: GEO AD 01a	Location: Tbilisi	Availability: 11 Jul 2024
Component/Department/Unit: Head of Mission / Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;

- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality 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 or/and military education or training or an award of an equivalent rank; AND

- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years of experience at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Knowledge of EU financial management and EU procurement rules;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Experience in planning complex projects, monitoring, evaluation and reporting;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name:	Employment Regime:	Post Category for Contracted:
Head of Communication and Information Systems (CIS)	Seconded/Contracted	Expert
Ref. Number: GEO AC 01c	**Location:** Tbilisi	**Availability:** ASAP
Component/Department/Unit: Mission Support/CIS	**Security Clearance Level:** EU Secret	**Open to Contributing Third States:** No

1. Reporting Line:
The Head of Communication and Information Systems reports to the Head of Mission Support Department.

2. Main Tasks and Responsibilities:
- To advise the Head of Mission Support on development and implementation of Communication and Information Systems strategy and CIS operational matters;
- To provide technical leadership, foresight and senior level ICT advice and information to meet needs and guide strategic and operational decision-making of Senior Management;
- To manage and coordinate the work and staff of the Communication and Information Systems (CIS) Section;
- To set the overall technology direction through strategic planning and development of multiyear work plans for CIS in line with organisational technology requirements in coordination with the IT Mission Support Platform in Civilian Planning and Conduct Capability (CPCC);
- To establish and monitor the CIS budget to maintain operational capabilities and ensure continuing evolution of technology implementation;
- To establish and maintain strategic service provider partnerships to provide best-in-class services to the Mission and optimize costs of services through a mix of internal and external resources;
- To coordinate all information technology activities and services, including management services, information systems services, systems administration services, network services, regional support services and communications in the Mission;
- To ensure the implementation and monitoring of information systems security measures to safeguard the Mission critical data and systems from cyber threats;
- To ensure that an adequate plan for maintenance, disaster recovery and business continuity is maintained and effectively implemented;
- To manage contracts and vendor relations related to outsourced/procured goods and services, such as hardware, software, network connectivity services, satellite communication services, internet services, telephony services, expert consultancies and external support services;
- To identify, manage and report the risks arising from the implementation of specific processes, systems, projects under the area of responsibility;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To establish or regularly update Standard Operating Procedures / Internal Guidelines containing policies and directives relating to all IT and communication aspects;
- To promote a positive working environment and uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations, and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality 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 (the qualification should be in any of the fields of Information Technology, Computer Science, Communications, Engineering or other related field) OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, including 2 years of experience in the coordination of IT projects.

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;
- Extensive knowledge of current technologies for information systems, networking systems, and communication systems;
- Extensive knowledge of industry best practices in IT strategy, governance, radio and satellite communication technology and cloud services solutions;
- Language skills (as applicable).

6. Desirable Qualifications and Experience:
- Experience managing technical environments and operating Microsoft Office 365 servers running on the premises or on Microsoft Azure cloud;
- Certified training in industry best practices for IT service management (ITIL) or IT governance (COBIT);
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:
- Knowledge of organisational technology needs and solutions, including AI tools, with ability to communicate to end users as well as IT and communications specialists;
- Capacity to analyse complex information, to consider options in clear and structured way, to propose and implement recommendations and to make sound decisions;
- Ability to focus on priorities and to monitor and evaluate the progress made towards agreed objectives;
- Analytical capabilities, problem-solving skills, drafting and communication skills in English, both orally and in writing;
- Ability to offer constructive regular feedback, to acknowledge success and the need for improvement in order to enable to achieve objectives.

Position Name:	Employment Regime:	Post Category for Contracted:
Cyber Security Officer	Seconded/Contracted	Mission Support Staff - Management level (MSML)
Ref. Number:	**Location:**	**Availability:**
GEO AC 07a	Tbilisi	ASAP
Component/Department/Unit Mission Support Department/ CIS Section	**Level of Security Clearance:** EU SECRET	**Open to Contributing Third States:** No

1. **Reporting Line:**

    The Cyber Security Officer reports to the Head of Communication and Information Systems.

2. **Main Tasks and Responsibilities:**
    - To provide Communication and Information Systems first-level support, initial troubleshooting for all directly reported issues and tickets assigned by the Help Desk and quickly restore the affected services.
    - To install, administer and troubleshoot cloud, system, and network security solutions, updating software with latest security patches and ensuring the proper defences are present for each network and system resource.
    - Perform vulnerability and penetration tests, identifying and defending against threats, and developing disaster recovery plans.
    - To configure security systems, analyse security requirements and recommend improvements.
    - Monitor network traffic for suspicious behaviour, IT security metrics, SIEM and security logs, systems and service performance and security posture, providing periodic status reports.
    - Research, evaluate, recommend, and introduce new IT security tools, techniques, services, and technologies to improve and innovate the Mission's IT security solutions portfolio.
    - Support development and participate in the Mission's Cybersecurity Incident Response Team and work closely with stakeholders involved with Cybersecurity issues;
    - Conduct regular technical IT security risk and control assessments/audits of systems and infrastructure, and provide actionable dashboards and data regarding status of remediation of security findings to vulnerability owners
    - 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 IT Security products, solutions, and services.
    - Install, configure, and maintain the use of security tools (i.e. firewalls, data encryption, security certificates, IDS, IPS, SIEM) and services, to protect the Mission's data, electronic information, systems, and infrastructure.
    - To prepare and provide training, advice and easy to follow user guidelines on using and maintaining IT and cyber security aspects.

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

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

- A minimum of 4 years of relevant professional experience, out of which a minimum of 2 years of experience in IT Security/Cyber Security area, after having fulfilled the education requirements.

5. **Essential Knowledge, Skills, and Abilities:**
- Knowledge of industry best practices in network, application, hardware and OS platform security and global security standards;
- Problem solving skills and the ability to understand and analyse complex technical end-users' problems and requests, and successfully manage and solve them daily;
- Very good English Language skills.

6. **Desirable Qualifications and Experience:**
- 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+, CEH Certified Ethical Hacker, or GIAC certifications in cyber security or information security;
- Experience with Microsoft Windows/Linux server, Microsoft Active Directory and Group Policies, Microsoft 365 Security platform (i.e. Defender ATP), network routers and switches, next generation firewalls, data and drive encryption tools, and CA/PKI solutions;
- Professional experience in managing IT security and hands-on experience with related technologies, i.e. Firewalls, SIEM, IDS/IPS, NAC, MFA, Endpoint Security, and security hardening of networks, systems, and services;
- A combination of professional and relevant expertise and/or certifications in Microsoft, Cisco, Palo Alto, Vmware, EMC products and technologies;
- Involvement in establishing formal IT 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, particular in crisis areas with multi-national and international organisations;
- Experience with and/or good knowledge of modern security tools and products, including vulnerability scanners, analytical and testing tools (i.e. SPLUNK, MISP, Snort, Nessus, or similar).

7. **Desirable Knowledge, Skills, and Abilities:**
- Good knowledge of information system penetration techniques and risks, cybersecurity frameworks (e.g. NIST or ISO 27000) and have practical hands-on experience investigating and remediating active threats;
- Project management skills and practical experience with project management tools;
- Good knowledge of problem solving and analytical ability to analyse complex IT systems configuration;
- Knowledge of Russian and/or Georgian language(s).

Position:	Employment Regime:	Post Category:
Mission Information Security Officer / Communication and Information Systems (CIS)	Seconded/Contracted	Mission Support Staff – Management Level (MSML)
Ref. number:	Location:	Availability:
GEO SE 12c	Tbilisi	ASAP
Component/Department/Unit:	Security Clearance Level:	Open to Contributing Third States:
Head of Mission Office / Security and Duty of Care Department	EU SECRET	No

1. Reporting Line:
The Mission Information Security Officer / Communication and Information Systems (CIS) reports to the Senior Mission Security Officer (SMSO).

2. Main Tasks and Responsibilities:
- To travel to all Mission areas including high risk areas as required;
- To act as the Mission focal point for information security compromise or suspicion of compromise;
- In collaboration with the Communications and Information Systems (CIS) Officer, the MISO operates in the following areas of activity:
  Awareness Campaigns
  - To develop and implement awareness campaigns and workshops related to information security systems (desk routine and passwords etc.), cyber security threats (phishing and hacking), personal operational security (use of social network and mobile phones) and classified information handling;
  Classified Information Handling
  - To develop Standard Operating Procedures (SOP) related to EU Policy and/or Council Security Regulations for EU staff;
  - To audit permanently classified information systems;
  - To track and maintain the Personal Security Clearance for EU Staff;
  - To report security violations and compromised information matters;
  - To develop and maintain any physical or technical structure for the protection of classified information.
  Crypto Custodian
  - To assume responsibilities as the Crypto Custodian for the Mission:
  - To ensure registration, protection and transfer of accountable security items;
  - To report to the EU Crypto Custodian (DGA5-SSICS) in case of security violation or security compromise;
  - To develop and maintain a local framework for the use of crypto material, including audit and traceability;
  - To liaise and maintain contact with EEAS for any topic in relation to crypto matters.
  Information Security System (ISS)
  - To develop the general framework for information security in cooperation with CIS including, organisational requirements, investigation capacities and incident reports;
  - To provide input and assessment of existing and future IT infrastructure and application architecture from a security perspective;
  - To participate in any study for implementation of new IT material, new interface (e.g. website);
  - To ensure the monitoring of IT security systems including firewall etc.;
  - To be responsible for investigative matters in relation to security violations;
  - To participate in general ISS framework development and maintenance.
  Cyber Security
  - To participate in the general cyber-security framework development and deployment specifically related to threat intelligence and threat assessment;
  - To develop an incident reporting line;
  - To participate in investigations;
  - To contribute to a good e-reputation.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of key information security principles and best practices,
- Knowledge of security management systems and programs;
- Ability to develop awareness campaigns;
- Ability to perform and analyse IT impact studies and implementing risk assessment recommendations;
- Ability to develop and audit security systems;

6. Desirable Qualifications and Experience:

- Experience in developing information security programs;
- Certification such as Certified Information Systems Security Professional (CISSP), forensic or malware analysis certification;
- Experience coordinating security-engineering projects and implementing systems;
- 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;
- Knowledge of information technology and security issues;
- Knowledge of Russian and/or Georgian language(s).