

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<p align="center"><b>European Union Monitoring Mission in Georgia (EUMM Georgia)</b></p> <p align="center"><b>1-2025 Call for Contributions for the Civilian CSDP Young Professional Experts Pilot Programme</b></p> <p align="center">Requirements and Job Descriptions</p>				
<b>Organisation:</b>	European Union Monitoring Mission in Georgia			
<b>Job location:</b>	As indicated below			
<b>Employment regime:</b>	As indicated below			
<b>Job titles/ vacancy notice:</b>	<b>Ref.:</b>	<b>Name of the post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (3)</u></b>			
	GEO YPE 01	Data Evaluation Officer	Tbilisi	ASAP
	GEO YPE 02	Multimedia Communications Officer	Tbilisi	ASAP
	GEO YPE 03	Communication & Information Systems (CIS) Officer	Tbilisi	ASAP
<b>Deadline for applications:</b>	<b>Monday, 16 June 2025, at 17:00 (Brussels time)</b>			
<b>Applications must be submitted to:</b>	<p><b>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</b></p> <p><b>a) You are already registered on Goalkeeper AND you have an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p><b>b) You do not have a Goalkeeper account or an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p><i><b>Please note:</b> Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your National Seconding Authority for more information on applying for vacant seconded positions. We cannot provide contact details of National Seconding Authorities.</i></p>			
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ):			

	<p><b>Ms Susanne EVERT</b></p> <p><a href="mailto:CIVOPSHQ-HR-EUMM-GEORGIA@eeas.europa.eu">CIVOPSHQ-HR-EUMM-GEORGIA@eeas.europa.eu</a></p> <p><b>+32 (0)2 584 29 63</b></p>
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### **Low and/or Medium Risk Non-Family Mission**

The European Union Monitoring Mission in Georgia bears a Low and Medium Risk Non-Family Mission status. As such, the Mission takes no responsibility for family members of mission members visiting or habitually residing in the country. Only international mission members are covered by the Mission status (SOMA), MEDEVAC or security/evacuation arrangements and use of Mission assets including vehicles. All costs for family members in the Mission area, including insurance, are the respective staff member responsibility. Subject to deterioration of the security situation and possible evolution of the SIAC risk rating, the Head of Mission will propose, in consultation with the EEAS Security Department, to the Civilian Operation Commander, to take measures to change the application of the Low and/or Medium Risk Non-Family status into High Risk Non-Family status.

**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).

**Tour of duty** – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months, renewable for a second year.

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

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

## **I. GENERAL CONDITIONS**

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

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

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

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

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

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

## **II. REQUIREMENTS**

### **II.A Essential requirements**

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

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

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

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

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

### **Skills and abilities**

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

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

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

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

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

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

## **II.B Desirable requirements**

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

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

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

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

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

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

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

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

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

In case of the PSC requirement: seconded Young Professional Experts must provide the original certificate of the national security clearance or a proof of the initiation of the process upon deployment.

In any case, the final PSC certificate must be presented within 12 months from the deployment. Failing to meet this requirement will result in the termination of the secondment and no extension can be granted.

In case of the **Certificate of Good Conduct**, seconded experts must deliver such a certificate to their respective Seconding Authority. In case of possession of multiple nationalities, or if a candidate has or had his/her residence in a country, which is not his/her country of origin, a certificate must be issued by every country where the selected candidate has had his/her residence for a period longer than 1 year during the last 5 years preceding the deployment (except if he/she resided there prior to reaching the age of 18 years).

**Certificate/booklet of vaccination** – Selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They

also must be vaccinated according to the required immunisations for the Area of Operation of the Mission.

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

For seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (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** – It is recommended that national authorities provide seconded selected candidates with protection equipment.

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

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

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

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

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

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

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

**Information on the outcome** – Contributing States will be informed about the outcome of the selection process after its completion.

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

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

**Data protection** – The EEAS, and its Department CivOpsHQ, processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data. The Privacy Statement is available on the EEAS website.

## **V. JOB DESCRIPTIONS**

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

## **SECONDED POSITION(S)**

<b>Position Name:</b> Data Evaluation Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO YP 01	<b>Location:</b> Tbilisi	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office/ Planning and Evaluation Section	<b>Security Clearance Level:</b> N/A	<b>Open to Contributing Third States:</b> NO

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

The Data Evaluation Officer reports to the Head of Planning and Evaluation Section.

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

In close cooperation with the relevant Mission operational elements and other stakeholders;

- To design and refine performance indicators and data collection tools in support of measuring progress and outcomes, in particular in relation to the Mission Implementation Plan (MIP);
- To help prepare Mission coordination meetings on the progress of MIP implementation and ensure that Mission personnel is also regularly updated, including through ensuring effective data visualization;
- To conduct data analysis and support the creation of automatically-populated templates and dashboards, including in relation to the Mission's Information Collection Plan, ensuring close liaison and cooperation with the Information Manager and CIS; To coordinate and provide quantitative and qualitative analysis of inputs originating from the Mission operational and advisory elements on the progress of the operational activities and state of play of mandate implementation;
- To coordinate, develop and implement (baseline) surveys, monitoring and evaluation exercises (including Lessons Learned exercises and After Action Reviews) for assessing the impact of the Mission activities;
- To support the Planning and Evaluation Section in maintaining an up-to-date Risk Register;
- To support building in-house capacity in relation to data evaluation.

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

- 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 2 years of relevant professional experience, after having fulfilled the education requirements.

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

- Drafting and research skills;
- Strong communication and presentation skills;
- Analytical skills and knowledge of information collection and data analysis;

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

**6. Desirable Qualifications and Experience:**

- International experience, particularly with multi-national and international companies and/or organisations;
- Experience in monitoring and evaluation.



<b>Position Name:</b> Multimedia Communications Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO YPE 02	<b>Location:</b> Tbilisi	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> PARC Department	<b>Security Clearance Level:</b> N/A	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Multimedia Communications Officer reports to the Head of the Press and Public Information Section.

### 2. Main Tasks and Responsibilities:

- Assist in crafting visual storytelling strategies to boost audience engagement;
- Create, edit, and produce high-quality videos for digital platforms;
- Design eye-catching graphics, infographics, and visuals for social media, reports, and campaigns;
- Monitor social media trends and suggest creative ways to enhance outreach;
- Support efforts to strengthen the Mission's visibility and public understanding of its mandate;
- Enhance the Mission's online presence by creating engaging and high-quality multimedia content.

### 3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies or postgraduate degree 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 2 years of relevant professional experience, after having fulfilled the education requirements.

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

- Video Production & Editing: Proficiency in video editing software (e.g., Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve) and experience in producing high-quality video content;
- Graphic Design: Strong skills in design software (e.g., Adobe Photoshop, Illustrator, InDesign, Canva) to create visually compelling content;
- Social Media Expertise: Understanding of social media trends, algorithms, and best practices for visual and video content;
- Strong communication and presentation skills;
- Excellent verbal and written communication skills in English.

### 6. Desirable Qualifications and Experience:

- International experience, particularly with multi-national and international companies and/or organisations;

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

- Crisis Communication Awareness: Familiarity with communication approaches in sensitive or high-pressure situations;
- Analytical & Research Skills: Ability to assess digital trends, audience engagement, and content performance to inform strategy.

<b>Position Name:</b> Communication & Information Systems (CIS) Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO YPE 03	<b>Location:</b> Tbilisi	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department / Communication & Information Systems Section (CIS)	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Communication and Information Systems (CIS) Officer reports to the Head of CIS.

### 2. Main Tasks and Responsibilities:

- To explore and implement artificial intelligence technologies within a highly sensitive environment;
- To do research and evaluation of AI technologies that can be integrated into the organization's workflows without compromising data security;
- To develop and implement AI solutions that align with the company's commitment to privacy and confidentiality;
- To collaborate with cross-functional teams to understand business needs and develop tailored AI models that meet operational requirements;
- To create and maintain documentation for AI models, data processes, and security measures;
- To stay updated on the latest developments in AI, machine learning, and cybersecurity to keep the organization at the forefront of technology while maintaining a strict security posture;
- Design, develop, and maintain training materials, including user guides, tutorials, presentations, and e-learning content for various Microsoft 365 applications (e.g., Teams, SharePoint, Outlook, Word, Excel, PowerPoint, OneDrive, and more);
- Tailor training programs to meet specific organizational needs, including workflows, processes, and integration with other business tools and applications;
- Work with internal teams (e.g., IT, SDCCD, and other department heads) to align training programs with business goals and ensure a seamless rollout of Microsoft 365 solutions;
- To maintain contact with Security and Duty of Care Department for technical and security instructions and implementation as appropriate.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree (the qualification should be in any of the 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;  
AND
- A minimum of 2 years of relevant professional experience, after having fulfilled the education requirements.

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

- Knowledge about cybersecurity protocols and understanding how to ensure the safe implementation of AI systems;
- Knowledge about designing and deploying AI solutions, particularly in secure or sensitive environments;
- Knowledge about Microsoft 365 technologies (i.e. Azure Active Directory, Microsoft Intune);
- Strong analytical and problem solving skills;
- Drafting and writing skills.

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

- Certifications in cybersecurity (e.g., CISSP, CISM);
- Microsoft Certified: Teams Administrator Associate;
- Microsoft Certified: Security, Compliance, and Identity Fundamentals;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Proficiency in AI and machine learning frameworks (e.g., TensorFlow, PyTorch, etc.);
- Programming skills in Python, PHP, or similar languages;
- Knowledge in MS Power Suite (e.g. Power Apps, Power BI, Power Automate);
- Understanding of Windows Active Directory domain services and Cloud Services;
- Knowledge in using AI tools for code generation.