



Annex 1

**European Union Monitoring Mission in Georgia
(EUMM Georgia)**

Advertisement for EU seconded/contracted staff members

Organisation:	EUMM GEORGIA		
Job Location:	GEORGIA		
Availability:	By 15 September 2009 at the latest		
Contract Regime:	As indicated below		
Job Titles/Vacancy Notice:	Ref.	Name of the post	No of positions
	<u>Seconded/Contracted</u>		
	GEO 014	Legal Adviser	1
	GEO 045	Financial Controller	1
	GEO 048	Accounting Officer	1
	GEO 051	Procurement Officer	1
	GEO 054	Human Resources Officer	1
	GEO 067 GEO 068	CIS/IT Officer	2
	GEO 072	Chief of Security Section	1
	*GEO 075	Mission Security Officer	1
	<u>Seconded</u>		
	*GEO 005	Political Advisor	1
	GEO 009	Head of HOM's Office	1
	*GEO 010	PPIO	1
	GEO 020 GEO 021	Planning & Conduct Officer	2
	GEO 024 GEO 025 GEO 026 GEO 028	Watchkeeper	4
GEO 033	Chief of Information/Reporting Officer	1	

* The availability of this post is subject to the confirmation of a request for extension.

GEO 039	Reporting Officer	1
GEO 082	FO Deputy Chief (Field Office)	1
GEO 086 GEO 226	Security Liaison Officer (Field Office)	2
GEO 087 GEO 157 GEO 158	Reporting and Information Officer (Field Office)	3
GEO 155	Human Resources Officer (Field Office)	1
GEO 159	Logistics Officer (Field Office)	1
GEO 160	CIS Officer (Field Office)	1
*GEO 294	Operations Officer (Field Office)	1
GEO 097	Monitor	103
GEO 100		
GEO 101		
GEO 102		
GEO 104		
*GEO 105		
GEO 122		
GEO 124		
GEO 134		
GEO 135		
GEO 136		
GEO 138		
GEO 140		
GEO 143		
GEO 144		
GEO 147		
*GEO 149		
GEO 150		
GEO 161		
GEO 162		
GEO 163		
GEO 164		
GEO 165		
GEO 167		
GEO 168		
GEO 169		
GEO 170		
GEO 171		
GEO 172		
GEO 173		
GEO 174		
GEO 175		
GEO 176		
GEO 178		
GEO 179		
GEO 180		
GEO 182		
GEO 183		
GEO 184		

* The availability of this post is subject to the confirmation of a request for extension.

GEO 185		
GEO 186		
GEO 187		
GEO 189		
GEO 193		
GEO 196		
GEO 198		
GEO 199		
GEO 202		
GEO 203		
GEO 205		
GEO 206		
*GEO 207		
GEO 208		
GEO 210		
GEO 211		
GEO 213		
GEO 214		
GEO 215		
GEO 219		
GEO 232		
GEO 235	Monitor	
GEO 236		
GEO 245		
GEO 246		
GEO 249		
GEO 256		
GEO 259		
GEO 260		
GEO 262		
GEO 267		
GEO 268		
GEO 272		
GEO 275		
GEO 276		
GEO 283		
GEO 285		
GEO 286		
GEO 287		
GEO 288		
GEO 290		
*GEO 301		
*GEO 302		

* The availability of this post is subject to the confirmation of a request for extension.

	*GEO 303 *GEO 304 *GEO 305 *GEO 306 GEO 307 GEO 308 GEO 309 GEO 311 GEO 312 GEO 313 GEO 314 GEO 315 GEO 317 GEO 318 GEO 319 GEO 320 GEO 325 GEO 327 GEO 329 GEO 330 *GEO 334	
Deadline for applications:	20 July 2009	
E-mail address to send the Job Application Form:	cpcc.eummgeorgia@consilium.europa.eu	
Information:	<p>For more information relating to selection and recruitment, please contact the General Secretariat of the Council of the European Union, CPCC:</p> <p>Frank BORCHERS HR and Administration Officer EUMM Georgia, Brussels Support Element e-mail: frank.borchers@consilium.europa.eu Tel.: +32 (0) 2 281 6906 Fax: + 32 (0) 2 281 2658 Rue de la Loi 175 B-1048 Brussels</p> <p>Paulo VIDAL, Mission Support Unit Civilian Planning and Conduct Capability, CPCC e-mail: cpcc.cfc@consilium.europa.eu Tel: + 32 (0) 2 281 5802 Rue de la Loi 175 B-1048 Brussels</p>	

* The availability of this post is subject to the confirmation of a request for extension.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from Member States will be considered. 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 document 7291/09 (10 March 2009).

Contracted Personnel – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract⁽¹⁾. The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

The General Secretariat of the EU, through CPCC – Civilian Planning and Conduct Capability, requests that Member States propose candidates for the following international expert positions for EUMM Georgia, according to the requirements and profiles described below:

A. Essential requirements

Member States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

Citizenship – Citizenship of a Member State of the European Union (EU) and full rights as a citizen.

Integrity – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Participants 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. The participants shall carry out their duties and act in the interest of the mission.

Negotiation Skills – The participants must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

Flexibility and adaptability – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

Availability – To undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the mission, as required by the Head of the Mission.

Physical and mental health – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in EU Member States.

Ability to communicate effectively in English – Mission members must be fully fluent in written and spoken English. Report writing skills are especially needed.

Computer Skills – Skills in word processing, spreadsheet and E-mail systems are essential. Knowledge of other IT tools will be an asset.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

B. Recommendable requirements

Knowledge of the EU Institutions – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy.

¹ () Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2007) 1746 of 21 December 2007) sets out the conditions of employment of international contracted staff.

Knowledge of the Georgia – To have a good knowledge of the history, culture, social and political situation of the country. To have knowledge of the police, judiciary and governmental structures (distinct advantage).

Training and experience – To have attended a Civilian Crisis Management Course or have participated in an ESDP Mission (desirable).

Language skills – knowledge of Georgian and Russian will be an asset.

C. Essential documents for selected candidates

Passport – The participants must obtain a passport from the respective national authorities.

Visas – Member States and mission members 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.

Security clearance required: The selected candidate will have to be in possession of the necessary level of security clearance (EU SECRET or equivalent) when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the Mission area.

Medical certificate – All selected personnel should undergo an extensive medical examination and be certified medically fit for mission duty by a competent authority from the Member State. A copy of this certification must accompany deployed seconded/contracted personnel.

Driver's licence – Be in possession of a valid – including Mission area – civilian driver's licence for motor vehicles (Category C or equivalent is now required to drive armoured vehicles in Georgia, and is therefore highly desirable). Able to drive any 4-wheel drive vehicle.

D. Additional information on the selection process

The EU strives for improved gender balance in ESDP operations in compliance with UNSCR 1325. The General Secretariat encourages Member States and European Institutions to take this into account when offering contributions.

Application form – Applications will be considered only when using the standard Application Form (Annex 2) **to be returned in Word-format**, and indicating which position(s) the candidate is applying for.

Selection process – The candidates considered to be most suitable will be short-listed 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 location for interviews, the Member State will bear any related costs.

Information on the outcome – Member States or candidates (for contracted personnel) will be informed about the outcome of the selection process after its completion.

E. Job descriptions

LEGAL ADVISER (GEO 045)

(1 position)

The Legal Adviser reports to HOM

Main tasks

- Assesses and report on legal issues related to the EUMM mandate
- Provides advice on legal issues to the Head of Mission
- Advises the Mission on the legal aspects of contracts relating to the Mission premises, communications, IT, procurement etc. contracts include – but are not limited to purchase agreements, service agreements, lease agreements, Memorandums of understandings (MoUs), employment contracts and special service agreements
- Develops project agreements with implementing agencies and oversees the
- project implementation from a legal viewpoint
- Provides assistance to the Mission administration on legal issues
- Provides legal advice, guidance and training to EUMM members concerning the Georgian legal system and legislation
- Liaises with the Georgian Law Company which provides services to EUMM with regard to Georgian legislation and cases before Georgian jurisdiction
- Liaises and coordinates with other relevant international or domestic bodies concerning legal matters of the EUMM.
- Prepares precise legal summaries and reports concerning legal issues arising in the mission, and to advise the HOM and other EUMM members as appropriate.
- Delivers training material on legal issues to his/her superiors, other EUMM members and other organizations as well as individuals as appropriate
- Undertakes any other related tasks as required

Qualifications and experience

- University degree in Law
- Related experience of a minimum of 5 years with emphasis on contracts
- Excellent interpersonal and communication skills
- Familiarity and experience with office equipment
- Experience of working in a multicultural environment
- International experience preferable, particularly in crisis area with multinational and international organizations, ideally in a related position
- Experience of working in South Caucasus and knowledge of the Georgian Legal system would be an asset
- Knowledge of Georgia and Russian language will be an asset

Financial Controller (GEO 045)

(1 position)

The Financial Controller reports to the Head of Administration and Finance

Main tasks

- Establishes a financial control function to be performed in compliance with the relevant international standards, the regulations and legal rules applicable to this field in the context of the EU and EC guidelines.
- Controls ex-ante or ex-post the legality and regularity of budgetary and financial operations, including monitoring the commitment and authorization of all expenditure and revenue.
- Controls the classification and recording of financial transactions and advice on related problems.
- Controls and verifies accounts and book-keeping records.
- Controls financial and treasury accounting systems in use at the mission under generally accepted principles, which include preparation, analysis and interpretation of financial statements and financial management reports.
- Advises the HoM in matters concerning financial management and budgetary issues
- Provides advice related to the implementation of financial and accounting policies, systems and procedures.
- Undertakes any other related tasks as required by the Head of AF.

Qualifications and experience

- University degree in Law, Business Administration, Public Administration, Legal and Financial Management, Finance or other equivalent.
- Related experience of a minimum of 5 years.
- Certification from an internationally recognized Internal Audit/Accounting body and professional qualification to act in accordance with the internationally established professional internal auditing or auditing standards.
- Excellent interpersonal and communication skills.
- Knowledge and experience working with computerized financial systems in the area of accounting or financial management.
- Good knowledge of EC Financial Regulation and audit practices.
- Experience of working in a multicultural environment. International experience preferable, particularly in crisis area with multinational and international organizations, ideally in a related position.

Accounting Officer (GEO 048)

(1 position)

The Accounting Officer reports to the Chief Finance

Main tasks

- Assists the Chief of Finance in maintaining the accountancy of the ESDP Mission
- Manages on a daily base and with the assistance of the local team, the general ledger, the accounting books, the bank statements, the payroll, the computerized system, and other accounting tools
- Ensures the periodic reporting of accounts
- Liaises and cooperate on accounting issues with the EU institutions and all other relevant actors
- Identify the needs in goods and in services required for improving the proper keeping of the books and technically defines them for procurement
- Undertakes any other related tasks as required by the Chief Finance

Qualifications and experience

- University degree in Accountancy
- To have a minimum of 5 years of professional experience
- Excellent analytical, research and problem-solving skills
- Ability to operate MS software and computerized European accounting systems.

Procurement Officer (GEO 051)

(1 position)

The Procurement Officer reports to the Chief Procurement Officer

Main tasks

- Assists and advises the chain of command on all contracting and procurement issues
- Leads, develops, manages and co-ordinates the ESDP Mission contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations
- Uses legally established professional and transparent procurement policies and procedures in accordance with EC legislation and regulations
- Liaises with other relevant institutions and organizations acting in the field and associated procurement legislation
- Develops professional relationships and work partnership with EC Commission in the field of contracting and procurement for the mission
- Provides assistance to the mission members related with all contracting and procurement matters
- Undertakes any other related tasks as required by the Chief of Procurement

Qualifications and experience

- University Degree in Law, Public Administration, Business Administration or equivalent
- A minimum of 5 years of professional experience at middle and upper level management in contracting and procurement related matters and 10 years of overall professional experience
- Good working knowledge of MS Word, Power Point and Excel software
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations
- Experience in financial management of tendering processes and audits, preferably including EU procedures
- International experience, particularly in crisis management (desirable)

Human Resources Officer (GEO 054)

(1 position)

The Human Resources Officer reports to the Chief Human Resources Officer

Main tasks

- Carry out assignments in management and co-ordination of all human resources related issues
- Apply Human Resources/Personnel policies and procedures
- Advises in preparation of job descriptions
- Implements the selection staff policies and processes job applications as per the CPCC rules. Maintain records related to the staff selection
- Participates in selection panels as directed by the Chief of Human Resources
- Maintains duty rosters and databases as appropriate
- Advises in the development of Standard Operating Procedures
- Advises in preparing and managing deployment of personnel, contracts, letters of appointment, contract, reassignments, redeployments, termination, attendance records, duty rosters, pension funds, and all relevant finance personnel related issues
- Advises in the development of the training for personnel
- Advises in identifying needs of goods and/or services specifically required for its area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services

Qualifications and experience

- University Degree in Social Sciences, Human Resources, Business Administration or equivalent academic or professional training
- To have a minimum of 8 years of management experience, with broad professional experience, in legal, administrative and operational aspects of human resources and training
- Held a position in a HR Department
- International experience, particularly in crisis areas with multi-national and international organizations (desirable)
- Ability to operate Windows, Excel and Power Point applications, including Word processing and e-mail
- Excellent level of written and spoken English
- Knowledge of spoken and written Russian or Georgian will be a distinct advantage

CIS Officer (GEO 067, 068)

(2 positions)

The CIS Officer reports to the Chief CIS

Main tasks

- Assists the Chief of CIS on all CIS issues
- Acts as Crypto Custodian in the absence of the Chief of CIS and InfoSec Officer
- Assists in the development of a communications and network plan for the mission, taking into consideration possible local licensing and contract legislation, in conjunction with the administrative, logistical and operational requirements of the mission
- Maintains all Server, workstation, network and communications systems in use in the Mission with an emphasis on preventative maintenance
- Assists in the implementation of Information Security policy in the Mission
- Assists in the identification, establishment and maintenance of a secure radio, computer, satellite and telephone communications system in support of the mission
- Assists in the coordination of the number, technical specifications and location of the telecommunications equipment required for the personnel to perform their duties
- Installs specific available telecommunication systems, software and/or equipment as required
- Assists in the preparation of the Data Risk Map and the Data Recovery Plan for the EU supported systems, in agreement with the Master Plans
- Assists in keeping accurate, detailed and updated inventory of the hardware and software distributed Mission wide, under the direction of the Chief of CIS
- Ensures the security of information in theatre according to Council Security regulations
- Undertakes any other related tasks as required by the Chief of CIS

Qualifications and experience

- University degree in Communications or Technical Specialization in Engineering, Communications or equivalent combination of education, training and practical experience
- A minimum of 5 years of experience in information and communication technology management with good knowledge in supplies ordering/acquisition and procurement tenders and 2 years of experience in a managerial position
- Strong theoretical background and experience in information technology and management, particularly in hardware equipment
- Ability to draft procedures for the use and management of computer systems and networks
- Extensive knowledge of hardware specifications and performances
- International experience, particularly in crisis management (desirable)
- Possesses a Security Clearance Certificate to the level of EU SECRET or higher (essential)

Chief of Security Section (GEO 072)

(1 position)

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Head of Mission (HoM) who remains responsible overall for the security and safety of mission staff, the CSS is responsible for managing the security and safety of EUMM staff deployed to Georgia through the design and implementation of appropriate security policies and procedures. The CSS reports to the Head of Mission

Main tasks

- To carry out the daily management of the EUMM's Mission Security Office
- To oversee all staff responsible for security, providing instructions, support, and assistance as necessary
- To be responsible, in line with the EUs Field Security Policy and its supporting documents, for the continued development, implementation and updating of the Mission security plans including an effective warden and movement of personnel system
- To ensure that the security policies and procedures are followed as per mission SOPs
- To oversee daily management of the Security Information Analysis Cell and ensure timely and accurate security reporting
- To ensure real time reporting from potential trouble spots
- To ensure personal security advice is given to members of mission staff as required
- To ensure an effective system of security reviews in relation to EUMM mission property and buildings and recommend changes if necessary
- To identify staff training needs in security related areas in cooperation with the training officer(s), in line with standards set by the EU Field Security Policy and supporting documents
- To develop professional contacts with UNDSS/OSCE, local police and security managers of other international organizations
- To work in close cooperation with the Department of Administration in matters related to the purchasing of necessary security related equipment and services
- To liaise with the GSC Security Office on all matters foreseen by the EU's Field Security Policy and supporting documents
- To undertake any other related tasks as required by the Head of Mission

Qualifications and experience

- Advanced University degree in security or management related fields (or undergraduate degree along with extensive previous experience in security management) or a graduate from a military/police academy or a civilian security organization with specialized training on field operations, force protection and/or security
- Minimum 10 years overall professional experience and at least 5 years professional experience at managerial level in the civilian security or military/police field
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds
- Experience in planning and implementing projects
- International experience, particularly in crisis areas with multi-national organizations
- Demonstrated ability to contribute creatively to the development of security policies and procedures
- Previous mission experience with an international organization and a knowledge of Georgia in particular and the South Caucasus in general is desirable
- Excellent organizational, planning, and time-management skills
- In both cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds
- Experience in planning and implementing projects
- International experience, particularly in crisis management (desirable)
- Experience in Caucasus will be considered as an advantage

***Mission Security Officer (GEO 075)**

(1 position)

Main tasks

In line with the EUs Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Head of Mission (HoM), the MSO is responsible for the following tasks:

- To manage the security and safety of ESDP staff deployed to through the design and implementation of appropriate security policies and procedures
- Liaise with the EC Delegation, UN, OSCE, Georgian Authorities and others to monitor and assess the security situation, make security recommendations, adopt the security measures as appropriate and update/upgrade the Mission Security Plan when necessary
- To carry out the daily management of the ESDP Mission's Security Office
- To be responsible, in line with the EUs Field Security Policy and its supporting documents, for the continued development, implementation and updating of the Mission security plans
- To ensure that the security policies and procedures are followed as per mission SOPs
- To ensure timely and accurate security reporting including real time reporting from potential trouble spots
- To ensure personal security advice is given to members of mission staff as required. In this regard, to provide a security-briefing package for staff members with regard to security situations to be expected or encountered in Georgia
- To ensure an effective system of security reviews in relation to ESDP mission property and buildings and recommend changes if necessary
- Ensure compliance with the basic principles and minimum standards of Council decision 2001/264/EC regarding the protection of EU Classified Information
- To identify staff training needs in security related areas in line with standards set by the EU Field Security Policy and supporting documents
- Where appropriate work with the Georgian Security Authorities as regard security screening of the locally contracted personnel
- To work in close cooperation with the Department of Administration in matters related to the purchasing of necessary security related equipment and services
- To liaise with the CPCC Field Security Section on all matters foreseen by the EU's Field Security Policy and supporting documents
- To undertake any other related tasks as required by the Head of Mission

Qualifications and experience

- Graduate from a national military/police academy with specialized training in field operations, force protection and/or security with at least 3 years of relevant work experience - not dating back more than two years from this current application- in mission security matters or professional training on Field Security with at least 3 years of relevant work experience - not dating back more than two years from this current application - in a field security capacity in an international organization involved in crisis management (UN or UN
- agency, OSCE, ICRC,...)
- In both cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- Experience in planning and implementing projects
- International experience, particularly in crisis management (desirable)
- Experience in Caucasus will be considered as an advantage

***Political Adviser (GEO 005)**

(1 position)

The Political Adviser reports to the Head of Mission

Main tasks

- Follows closely developments on the political scene in Georgia and keep in regular contact with key political actors.
- Provides continuous analysis of political developments in Georgia and the region.
- Maintains a close relationship with relevant Georgian authorities and local authorities in the provinces and if possible with the Russian Forces in the theatre.
- Provides guidance and advice to the mission regarding Georgian governmental structures, current political issues and developments.
- Assists in conducting and coordinating official visits according to the established protocol rules.
- Prepares briefings for mission members on issues related to overall activity of the Mission in the context of events on the ground, advise when needed on issues directly related to the implementation of the mandate of the Mission.
- Ensures liaison with international organizations, Member States and representatives of Third States; other States, in particular the United States; international organizations, in particular the UN (UNOMIG); OSCE, with humanitarian agencies, in particular OCHA, UNCHCR, ICRC and GEO relevant organizations such as OHCHR, ICC, ICJ and any relevant NGOs.
- Works closely with appropriate counterparts in the European Commission and its programs, and with the EU Special Representative's Office in Tbilisi.
- Works closely with appropriate counterparts in the European Commission and Council in Brussels.
- Performs task related to press and public information.
- Contributes to the reporting of the HoM.

Qualifications and experience

- Highly competent in and knowledgeable of issues related to political and monitoring missions.
- University Degree in Political Sciences, International Relations, Diplomacy, International Law, Social Sciences or academic training relevant to the specific post.
- A minimum of 8 years of experience at middle management level.
- International experience preferable, particularly in the crisis area with multi-national and international organizations, ideally on a political advisory mission.
- Knowledge of the language, history, culture and the social and administrative structures of Georgia and/or the wider region will be an advantage.
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol.
- Excellent drafting skills.
- Experience in working with senior officials (desirable).
- Understanding and experience of the European Institutions and in particular European Security and Defense Policy.

Head of HOM's Office (GEO 009)

(1 position)

The Head of HOM's Office reports to HOM

Main tasks

- Advises the HOM on all matters related to the mission's activities.
- Assists the HOM in all operational, logistical and functional aspects of the mission.
- Ensures that HOM orders are implemented within the mission in a timely manner.
- Takes minutes at meetings and conferences, as well as prepare draft reports, documents, letters, speeches, etc. for the HOM.
- Liaises with CPCC in Brussels on all aspects of the mission's activities.
- Follows internal and external developments relating to the Mission in order to fully brief the HOM and make recommendations as required.
- Fully updates HOM, especially of critical or emergency events that require immediate action/reaction.
- Helps to shape new policies within the framework of the Mission's mandate.
- Ensures that advice and information is coordinated with all relevant components of the mission prior to submission to the HOM.
- Organizes the work of and supervise the staff of the HOM's office.
- Acts as best practice and lessons learned officer for the mission.
- Undertakes any other tasks as required by the HOM.

Qualifications and experience

- University Degree in political affairs, international law, social sciences, business administration or management.
- At least 6 years of experience in public administration, political science, international law or management.
- Be able to work well on his/her own initiative and as part of a team.
- Work methodically, accurately and with attention to detail.
- Have excellent communication skills.
- Have management and leadership skills. Willingness to take responsibility. Ability to establish priorities and to plan, coordinate and monitor work of others.
- Previous international experience, particularly in crisis management (desirable).
- Fluency in English (written and spoken) is required. Knowledge of Georgian and Russian language will be an asset.

***Press and Public Information officers (PPIO) (GEO 010)**

(1 position)

The Press and Public Information Officer reports to the Chief of PPIO/Spokesperson

Main tasks

- Handles press calls
- Organizes briefings on the Mission for visiting journalists and to arrange with Field Offices for them to accompany patrols
- Assists in organizing and co-coordinating high level official visits, including obtaining photos and writing stories for the website and internal newsletter, editing the internal newsletter and the website
- Drafts press releases, statements, articles and features
- Writes articles and features for the website and internal newsletter
- Writes regular reports for Brussels
- Writes and designing public information leaflets and factsheets
- Works with Field Offices to arrange and co-ordinate public outreach events and activities
- Works to ensure an effective internal information flow throughout the Mission
- Assists in advising the HoM, Deputy HoM and other key staff on communications and information issues, including organizing interviews and other media events
- Creates and promotes positive communication and public information campaigns to explain the work and role of the mission.
- Assists in conducting and co-coordinating press conferences.
- Assists in analyzing the public impact of the effectiveness of the Mission's activities.
- Ensures that the daily media monitoring is effectively distributed throughout the Mission.
- Ensures that Mission staff is effectively briefed on media handling issues, the media guidelines and the wider public image of the Mission.
- Undertakes any other related tasks as required by the Chief of PPIO.

Qualifications and experience

- University Degree in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or related field.
- To have minimum of 5 years of professional experience.
- Excellent analytical abilities and drafting skills in English.
- Deep understanding of the political situation in Georgia.
- Very good interpersonal skills.
- Previous experience in international relations or international organizations
- Knowledge of EU Civilian Crisis Management and previous ESDP experience (desirable).
- Working experience in the Caucasus an asset.
- Knowledge of local language and Russian an asset.

Planning and Conduct Officer (GEO 020, 021)

(2 positions)

The Planning and Conduct Officer reports to the Chief of Planning and Conduct Officer

Main Tasks

- Helps in developing and updating operational plans and Standard operating procedures
- Assists the Mission chain of command in the conduct of the mission
- Develops operational strategies to help adapt the monitoring tasks to possible political and security developments
- Assesses the performance of the monitoring teams in implementing the mandated tasks and propose improvements or adjustments to the Chief planning and conduct
- has a forward looking approach to the implementation of the mission mandate with the view to advising the chain of command on the possible monitoring developments
- Assists the HQ reporting officers in the analysis and assessment of the situation and reports from the field locations
- Identifies possible gaps and shortages in the implementation of the mission mandate and recommend improvements to the Chief planning and conduct
- Coordinates the planning and conduct activities with the other HQ operational components
- Undertakes any other tasks as required by the Chief Planning and Conduct

Qualifications and experience

- University Degree in Social Sciences, Business Administration, Economy, Law, Public Administration, or equivalent academic or professional or military training relevant to management level required.
- At least 10 years of progressive professional experience in Police or Military Service with broad professional experience preferably in HQ position.
- Ability to work on planning, concept and strategy
- Proactive approach and ability to interact within an international environment
- International experience desirable, particularly in crisis areas with multi-national and international organizations

Watchkeeper (GEO 024, 025, 026, 028)

(4 positions)

The Watchkeeper reports to the Deputy Head of Operations

Main Tasks

- Collects, analyzes and maintains all incoming security and operational reports/information from different sources within mission area
- Prepares situation summaries for the mission in their areas of responsibility
- Carries out duty officer's duties during silent hours, weekends and holidays
- Reviews incoming messages, determine urgency and alert the relevant mission elements and responsible staff members
- Alerts and informs key security personnel and senior management of important developments
- Undertakes any other tasks required by Deputy Head Ops and Head Ops.

Qualifications and experience

- University degree or equivalent professional training, preferably in the fields related with security/emergency management
- Minimum of 5 years of professional experience, preferably as a duty officer in an HQ
- Previous international experience, particularly from crisis management environments

Chief of Information/Reporting Office (GEO 033)

(1 position)

The Chief of Information/Reporting Office reports to the Head of Operations

Main tasks

- Co-ordinates and manages the reporting officers and to give the necessary impulses
- Revises the reporting office's reports before their submission to the HoOPS, DHoM or HoM
- Distributes reporting tasks inside the office
- Maintains permanently an updated overview of the situation on the field and to share information with the PPIO, POLADs, MSO
- Reports immediately to HoM, DHoM and HoOPS about the most important events and incidents
- Instructs FOs on the information to be collected
- Delivers daily ops presentations to all EUMM staff
- Delivers presentations about EUMM (missions, mandate, and activities) as required
- Undertakes any other tasks required by Head of Operations

Qualifications and experience

- University Degree or equivalent training and experience in relevant field of specialization
- To have a minimum of 10 years of professional experience, preferably in an HQ position
- Excellent analytical abilities and drafting skills
- Ability to give presentations in English
- Knowledge in common computing software (PowerPoint software)
- Previous International experience, particularly in crisis management (desirable)

Reporting Officer (GEO 039)

(1 position)

The Reporting Officer reports to the Chief of Information/Reporting Office

Main Tasks

- Gathers information from across the Mission, in coordination with the watch-keepers, analyze the information and prepare periodic reports for submission to Brussels.
- Compiles inputs to reports on a periodic basis for submission to the chain of command on the status of the Mission.
- Interacts regularly with reporting officers at FOs to ensure submission of accurate and timely-submitted inputs; and, analyze the information and provide feed-back to FOs.
- Provides daily power-point briefings and special presentations on selected topics to EUMM staff and visitors.
- Undertakes any other tasks required by Chief Reporting Officer.

Qualifications and experience

- University Degree or equivalent training and experience in relevant field of specialization.
- Five years or more of professional experience from similar assignments
- Proven analytical abilities and good English drafting skills

Field Office Deputy Chief (GEO 082)

(1 position)

The Deputy Field Office Chief (DFOC) is responsible to assist the FOC in the management, administration and co-ordination of all the activities of the FO. He/she reports directly to the Field Office Chief, and will, per instructions received from the FOC, oversee, direct and give guidance to the monitors and FO Support Staff on all issues related to the implementation of the mission mandate.

Main Tasks

- The DFOC deputizes the FOC in his/her absence
- Follows-up on all issues concerning the timely execution of activities relating to the Implementation- and Business Plan
- Co-operates on a regular basis with the Mission HQ's Planning & Conduct Section (P&CS) on issues relating to the Implementation- & Business Plan to ensure substantive coverage and timeliness; and, discusses with P&C future planning aspects including the exit strategy
- Co-ordinates, manages and controls EUMM structures and services, relating to the Operations and Administrative Department (Support Services), in line with the instructions received by the FOC
- Supervises the Field Office staff, both international and local staff
- Be responsible to carry out the implementation of contingency or emergency plans as and when required
- Identifies on-the-job training needs and, where possible, organizes such training in consultation with the Ops Department
- Oversees the personnel functions within the FO and ensure the maintaining of a duty roster
- Be present at debriefings provided by the monitoring patrols upon their return from daily patrol duty to ensure that assignments are implemented in line with mandate requirements
- Assists the FOC in the planning, launching and carrying out of ad hoc activities emanating from political developments and unforeseen events; and,
- Holds periodic meetings with FO Security Officer to ensure that monitors perform their work in a secure and safe environment, particularly along the ABL

Qualifications and experience

- University Degree or equivalent professional experience in Human Rights, Police or the Military
- Extensive understanding in police, military, public administration, political science, human rights or humanitarian organizations
- Good written and spoken command of English; knowledge of Russian and/or Georgian is an advantage
- Drivers' license category "C" (permission to drive vehicles in excess of 3.6 tons) would be an additional asset (Please note, that monitors will have to drive the vehicles used in patrols)
- Previous International experience, particularly in crisis management (desirable)

Security Liaison Officer Field Office (GEO 086, 226)

(2 positions)

The Security Liaison Officer reports to the Field Office Chief and/or his/her Deputy.

Main tasks

- Ensures that all mission security guidelines are implemented across the FO AoR
- Liaises with local Police from security perspective, including management of road traffic accidents
- Conducts periodic security risk assessment and issues regular written up-dates on security
- Assesses the physical security of the staff members and mission premises
- Supervises the outsourced provided guards and access control
- Monitors the provided service by the security staff and advises, if required
- Drafts and maintains the contingency Plans / evacuation Plans in conjunction with FO staff
- Coordinates the training on prevention of fire and medical assistance requirements
- Investigates traffic accidents and other incidents affecting safety and security of FO personnel
- Undertakes and carries out ad hoc tasks and activities as required by the FOC

Qualifications and experience

- Advanced Security Degree or equivalent training in the police or military field
- Experience in police and military
- Experience in security issues
- Good written and spoken English; knowledge of Russian and/or Georgian language is an advantage
- Drivers' license category "C" (permission to drive vehicles in excess of 3.6 tons) would be an additional asset (Please note, that FO support staff will have to drive the vehicles used in patrols)
- Previous international experience, particularly in crisis management (desirable)

Reporting and Information Officer Field Office (GEO 087, 157, 158)

(3 positions)

The FO Reporting and Information Officer (FO RIO) shall report to the Field Office Chief and/or his/her deputy. In particular, the

Main tasks

- Debriefs all FO patrols immediately after their return to the FO from their daily patrol duty to ensure that the all relevant monitoring information is available as input to the daily FO reports
- Ensures, together with DFOC and FOC, the meeting of set date-lines in respect of outputs and benchmarks relating to the Implementation- and Business Plan
- Compiles all periodic and regular reports (daily/weekly/monthly) in accordance with the prescribed instruction of the Mission Ops plan.
- Maintains and regularly updates the computerized information data base within the FO including the Village Profile Database
- Ensures analytical processing of the information gathered by patrols, identifying significant events and trends that can be illustrated with quantifiable data
- Identifies knowledge gaps of mandate-sensitive issues
- Proposes to FOC potential themes that would deserve further study and scrutiny in order to better implement the mission mandate
- Undertakes and carries out ad hoc tasks/activities as required by the FOC

Qualifications and experience

- University Degree or equivalent training in the police or military field
- Experience in police, military, public administration, political science, human rights or humanitarian organizations
- Experience in reporting writing from a post-conflict environment
- Superior drafting skill in the English language; knowledge of Russian and/or Georgian is an advantage
- Drivers' license category "C" (permission to drive vehicles in excess of 3.6 tons) would be an additional asset (Please note, that monitors will have to drive the vehicles used in patrols)
- Previous International experience, particularly in crisis management (desirable)

***Operations Officer Field Office (GEO 294)**

(1 position)

The Field Office Operations Officer reports to the Field Office Chief and/or his/her deputy.

Main tasks

- Plans, tasks and oversees the execution of all FO patrolling activities
- Oversees the allocation of personnel to operational tasks
- Ensures 'Situational Awareness', within the FO and ensuring that all FO personnel are working on an 'All Informed Basis'
- Ensures that SOPs are maintained and 'Version Control' rigorously maintained. Suggests amendments pertinent to the effective implementation of the mandate to EUMM HQ Ops for their consideration
- Handles incidents and event in the AoR
- Ensures EUMM HQ is provided with timely and accurate information conforming to prescribed operational rhythm
- Oversees the dissemination of regular reports, once approved by FOC/DFOC
- Ensures that the Operations Room conforms with information and physical security requirements
- Responsible for the security awareness
- Undertakes and carries out ad hoc tasks/activities as required by the FOC

Qualifications and experience

- University Degree or equivalent professional experience in Human Rights, Police or the Military
- Experience in police, military, public administration, political science, human rights or humanitarian organizations
- Good written and spoken command of English; knowledge of Russian and/or Georgian is an advantage
- Drivers' license category "C" (permission to drive vehicles in excess of 3.6 tons) would be an additional asset (Please note, that monitors will have to drive the vehicles used in patrols)
- Previous International experience, particularly in crisis management (desirable)

Human Resource Officer Field Office (GEO 155)

(1 position)

The Field Office Human Resource Officer reports to the FOC or his/her deputy.

Main tasks

- Manages the Field Office Human Resources in accordance with mission guidelines and the operational needs of Office
- Ensures that the leave entitlements are correctly managed
- Oversees the Check-in/ Check-out process, at FO level
- Ensures that all mission guidelines on Human Resources use are implemented
- Keeps the duty rosters and attendance sheets
- Controls the execution of service contracts and maintains the attendance sheets of service providers
- Produces reports/statistics on Human Resources related to the Field Office allocated staff
- Undertakes and carries out ad hoc tasks/activities as required by the Field Office Chief

Qualifications and experience

- University Degree or equivalent training in the police or military field
- Experience in police, military, public administration, political science, human rights or humanitarian organizations
- Experience in Administration
- Knowledge of Russian and/or Georgian is an advantage
- Drivers' license category "C" (permission to drive vehicles in excess of 3.6 tons) would be an additional asset (Please note, that monitors will have to drive the vehicles used in patrols)
- Previous International experience, particularly in crisis management (desirable)

Logistics Officer Field Office (GEO 159)

(1 position)

The Logistics Officer reports to the Field Office Chief and/or his/her deputy.

Main tasks

- Assists in the management of the entire logistical, procurement and transportation support for the EUMM Field Office and fully updates the FO Chief regarding these matters
- Provides advice and support to Field Office Team and Patrol Teams on logistics related matters, ensuring the necessary distribution of logistical resources
- Creates and maintains the Field Office's Logistics Database and ensures its effective management
- Produces precise reports concerning logistical issues, proposing/recommending changes and improvements to the Field Office Logistics function
- Ensures accurate and comprehensive logistics policies and guidelines are disseminated and followed according to Standard Operating Procedures
- Be responsible for supervision of a transport management system in the Field Office, which incorporates controls to monitor vehicle usage, speed and mileage, fuel consumption, damage, road accidents, insurance cover, etc.
- Provides advice and support to Field Office staff on transport related matters, ensuring the necessary distribution and allocation of vehicles and associated equipment to mission members
- Assists in all aspects of the procurement process dealt at Field Office level according to EU regulations and directives, Georgia legislation and internal EUMM guidelines
- Undertakes any other related tasks as requested by the FOC, including that of the Monitor

Qualifications and experience

- Proven professional experience in logistics from areas such as police, military, public administration, political science, human rights or humanitarian organizations in a post-conflict setting
- Good English language skill; knowledge of Russian and/or Georgian is an advantage
- Drivers' license category "C" (permission to drive vehicles in excess of 3.6 tons) would be an additional asset (Please note, that monitors will have to drive the vehicles used in patrols)
- Previous International experience, particularly in crisis management (desirable)

CIS Officer Field Office (GEO 160)

(1 position)

The CIS Officer reports to the Field Office Chief and/or his/her deputy.

Main tasks

- Responsible for all IT issues within the Field Office
- Operates and maintains encryption devices
- Ensures that secure and standardized communications are maintained across the Field Office AoR.
- Works closely and, at times, replaces the Logistics Officer (Hand over, etc....)
- Ensures that the communication security policies and procedures are followed as per mission SOPs
- Maintains close cooperation with the HQ Mission Security and CIS Offices
- Undertakes and carries out ad hoc tasks/activities as required by the Field Office Chief

Qualifications and experience

- University Degree or equivalent training in the police or military field
- Experience in police and military
- Experience in CIS issues
- Knowledge of Russian and/or Georgian is an advantage
- Drivers' license category "C" (permission to drive vehicles in excess of 3.6 tons) would be an additional asset (Please note, that monitors will have to drive the vehicles used in patrols)
- Previous International experience, particularly in crisis management (desirable)

Monitor (Generic JD)

(GEO 097, 100, 101, 102, 104, *105, 122, 124, 134, 135, 136, 138, 140, 143, 144, 147, *149, 150, 161, 162, 163, 164, 165, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 178, 179, 180, 182, 183, 184, 185, 186, 187, 189, 193, 196, 198, 199, 202, 203, 205, 206, *207, 208, 210, 211, 213, 214, 215, 219, 232 235, 236, 245, 246, 249, 256, 259, 260, 262, 267, 268, 272, 275, 276, 283, 285, 286, 287, 288, 290, *301, *302, *303, *304, *305, *306, 307, 308, 309, 311, 312, 313, 314, 315, 317, 318, 319, 320, 325, 327, 329, 330, 334)

(103 positions)

The monitor reports to the Field Office Chief and/or his/her deputy through the team leader or deputy team leader

Main Tasks

- To monitor the full compliance of all parties with the Agreements of 12 August and 8 September, ending hostilities in Georgia
- To monitor, report and analyze issues pertaining to the stabilization of the situation, especially regarding the security environment
- To monitor, report and analyze the ongoing normalization process of civil governance focusing on rule of law, effective law enforcement structures and adequate public order
- To monitor, report and analyze the situation of IDPs, Refugees and Returnees
- To monitor the security of transport links, energy infrastructures and public utilities
- To monitor human rights issues and the implementation of the human rights measures in conformity with EUMM's mandate and tasks
- To report on findings in the field of human rights as concerns possible violations in conformity with the mission mandate and tasks
- To propose, for approval by HoM/DHoM, confidence-building activities and measures
- To co-operate with all relevant authorities, local and international organizations
- To contribute to the production of accurate required reports, making recommendations for improvement and including non-compliance reports, as necessary
- To assist, advise and update the Field Office Chief and HoOps, especially for critical or emergency events that require immediate action/reaction in all mandate/essential areas
- Undertakes and carries out ad hoc tasks/activities as required by the Field Office Chief

Qualifications and experience

- University Degree or equivalent training in the police or military field
- Experience in police, military, public administration, political science, human rights or humanitarian organizations
- Knowledge of forensics/ballistic/IOD investigation would be an advantage
- Good written and spoken English; knowledge of Russian and/or Georgian is an advantage
- Drivers' license category "C" (permission to drive vehicles in excess of 3.6 tons) would be an additional asset (Please note, that monitors will have to drive the vehicles used in patrols)
- Previous International experience, particularly in crisis management (desirable)