

European Union



Annex 1

European Union Monitoring Mission in Georgia (EUMM Georgia)

Advertisement for EU staff members

Organisation:	EUMM Georgia			
Job Location:	Georgia			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/Vacancy Notice:	Ref.	Name of the post	Nr of positions	Available on
	<u>Seconded/Contracted</u>			
	GEO HO 07	Secretary/Assistant to HoM	1	14-Mar-11
	GEO AF 01	Chief of Finance	1	31-Mar-11
	GEO AH 02 *	Human Resources Officer	1	14-Mar-11
	GEO AH 03 *	Human Resources Officer	1	ASAP
	GEO SE 03 *	Mission Security Officer	1	14-Mar-11
	<u>Seconded</u>			
	GEO HO 04	Executive Assistant to DHoM	1	ASAP
	GEO OP 05	Gender Adviser	1	ASAP
	GEO OC 01	Senior Planning and Conduct Officer	1	14-Mar-11
	GEO OW 01	Watchkeeper	4	31-Oct-10
	GEO OW 03			7-Feb-11
	GEO OW 05			14-Mar-11
	GEO OW 07			14-Mar-11
	GEO OR 04	Reporting Officer	1	14-Dec-10
	GEO OE 03	Capacity Enhancement Officer	1	14-Mar-11
	GEO ZO 02	FO Deputy Chief	1	16-Mar-11
	GEO ZO 06	Security LO	1	13-Mar-11
	GEO ZO 10	CIS Officer	1	19-Sep-11
	GEO ZM 01	Monitor	21	28-Jan-11
	GEO ZM 04			14-Mar-11
	GEO ZM 05			ASAP
	GEO ZM 08 *			15-Mar-11
	GEO ZM 09			15-Jan-11
	GEO ZM 14			25-Jan-11
GEO ZM 18	7-Feb-11			
GEO ZM 20	24-Mar-11			
GEO ZM 21	6-Feb-11			
GEO ZM 25	1-Dec-10			

GEO ZM 30			ASAP
GEO ZM 31			ASAP
GEO ZM 34			24-Mar-11
GEO ZM 37			ASAP
GEO ZM 40			2-Feb-11
GEO ZM 50			14-Mar-11
GEO ZM 51			14-Mar-11
GEO ZM 52			31-Mar-11
GEO ZM 59			ASAP
GEO ZM 62			24-Mar-11
GEO ZM 63			31-Dec-10
GEO GO 01	FO Chief		20-Dec-10
GEO GO 02	FO Deputy Chief		14-Dec-10
GEO GO 04	Operations Officer		23-Mar-11
GEO GO 10	Logistics Officer		14-Dec-10
GEO GO 12	CIS Officer		27-Oct-10
GEO GM 05			31-Dec-10
GEO GM 12			30-Oct-10
GEO GM 24			30-Oct-10
GEO GM 29			7-Feb-11
GEO GM 36*			27-Feb-11
GEO GM 39*			31-Jan-11
GEO GM 50			24-Mar-11
GEO GM 54			24-Mar-11
GEO GM 65			27-Oct-10
GEO GM 68			14-Mar-11
GEO GM 71	Monitor	21	14-Dec-10
GEO GM 72			ASAP
GEO GM 74			7-Feb-11
GEO GM 76			ASAP
GEO GM 77			7-Feb-11
GEO GM 89			16-Mar-11
GEO GM 90			ASAP
GEO GM 92			ASAP
GEO GM 94			ASAP
GEO GM 97			1-Feb-11
GEO GM 100			7-Feb-11
GEO MO 01	FO Chief		14-Mar-11
GEO MO 08	Reporting & Information		7-Feb-11
GEO MM 02	Monitor	23	6-Feb-11
GEO MM 05			14-Mar-11
GEO MM 07			14-Mar-11
GEO MM 14			26-Jan-11
GEO MM 15			28-Feb-11
GEO MM 16			11-Feb-11
GEO MM 18			30-Jan-11
GEO MM 19			24-Mar-11
GEO MM 21			ASAP
GEO MM 25			14-Mar-11
GEO MM 26			24-Mar-11
GEO MM 31			31-Mar-11
GEO MM 33*			14-Mar-11
GEO MM 34			31-Mar-11
GEO MM 35			6-Feb-11
GEO MM 36*			31-Jan-11

	GEO MM 37		14-Mar-11
	GEO MM 38		ASAP
	GEO MM 44*		14-Mar-11
	GEO MM 45		1-Mar-11
	GEO MM 47		14-Mar-11
	GEO MM 48*		26-Jan-11
	GEO MM 51		24-Mar-11
Deadline for applications:	29 October 2010		
E-mail address to send the Job Application Form/CV:	cpcc.eummgeorgia@consilium.europa.eu		
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC: e-mail: cpcc.cfc@consilium.europa.eu		

*** The availability of this post is subject to the non-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 Council 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.

Tour of Duty/Contract Period – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Financial Statement, the duration of the deployment should be of 12 months.

In general and subject to national procedures for secondment, the standard tour of duty/contract period of Mission personnel should be no less than 12 months with the possibility of extension.

The 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.

⁽¹⁾Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff.

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.

Training – eHest (<https://ehest.consilium.europa.eu>) or equivalent.

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.

Knowledge of 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 CSDP 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 CONFIDENTIAL or equivalent, unless specified EU SECRET or equivalent in the job description) 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 B or equivalent). Able to drive any 4-wheel drive vehicle. Category C driving license (desirable).

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The General Secretariat encourages Member/Contributing 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/Contributing State will bear any related costs.

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

E. Job descriptions

Secretary / Assistant to HoM (GEO HO 07)

(1 position)

Proposed Deployment Date: 14 March 2011

The Secretary / Assistant reports to the Head of HoM's Office

Level of Security Clearance: EU SECRET

Main tasks

- Assists the Head of Mission with the daily tasks.
- Manages the calendar of meetings and appointments of the Head of Mission.
- Performs administrative and secretarial duties, draft memos, letters, faxes and other requested documents and maintain filing systems.
- Receives and distributes all correspondence as routed by the head of Mission to the appropriate official, staff members as destined.
- Initiates, develops and maintains appropriate administrative systems both paper and electronic for the HoM's office.
- Follows up on all travel schedules for the Head of Mission, including liaising with Administration for authorization, entitlements and flight reservations, etc...
- Organizes and monitor the system of week-end duties.
- Liaises with Mission staff and others outside the Mission to support HoM activities.
- Monitors attendance, sick leave and annual leave of all staff in the Head of Mission Office.
- Checks and ensures sufficient stock of stationary materials are kept in the office for usage by all staff.
- Conducts administrative tasks required by the Head of Mission.
- Sends written invitations or by phone, arranges booking of facilities, etc...
- Performs other work related duties as requested.

Qualifications and experience

- Specialized Upper Secondary Education in Administration or Secretariat (advantage).
- At least 5 years of work experience in respective field of work.
- An ability to work to tight deadlines with minimal supervision.
- International experience, particularly in crisis areas with multi-national and international desirable.
- Proficiency in English demanded, knowledge of Georgian and/or Russian would be an advantage.

Chief of Finance (GEO AF 01)

(1 position)

Proposed Deployment Date: 31 March 2011

The Chief Finance reports to the Head of Administration and Finance

Main Tasks

- Ensures the sound and effective financial management of the ESDP Mission.
- Develops policies (prepares SOP) for accounting, in close cooperation with accounting officer.
- Develops policies (prepares SOP) for the control of EUMM finances, in close cooperation with finance controller.
- Defines procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system and for international finance.
- Verifies the legality, the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments).
- Ensures the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery.
- Implements audit recommendations and ensure the effectiveness of internal controls.
- Provides sound financial advice to the head of administration, assisting in the formulation of financial strategies for the CSDP Mission.
- Evaluates and takes measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions.
- Liaises and cooperates on financial issues with the EU institutions, with National Governments involved and with other relevant organizations.
- Identifies needs of goods and/or services required for improving the efficiency of the unit and defines them technically for procurement.
- Manages the team of the finance unit.
- Undertakes any other related tasks as required by the Head of AF.

Qualifications and Experience

- University Degree in Finance and Administration.
- To have a minimum of 10 years of overall professional experience including a minimum of 3 years in a managerial position.
- Excellent analytical, research and problem-solving skills.
- Ability to operate usual computer tools (e.g. Microsoft, Winwork), intranet, internet, and computerized financial systems (e.g. FAME, Excel financial formulas and add-ins).
- Be familiar with usual Accounting automated systems (e.g. SAGE).

Human Resources Officer (GEO AH 02*, GEO AH 03*)

(2 positions)

Proposed Deployment Date: 14 March 2011 (GEO AH 02*) and ASAP (GEO AH 03*)

The Human Resources Officer reports to the Chief Human Resources Officer

Main tasks

- Carries out assignments in management and co-ordination of all human resources related issues
- Applies human resources/personnel policies and procedures
- Advises in the preparation of job descriptions
- Implements the selection staff policies and processes job applications as per the CPCC rules. Maintains 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, letters of appointment, contracts, reassignments, redeployments, termination of employment, 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 5 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

Mission Security Officer (GEO SE 03 *)

(1 position)

Proposed Deployment Date: 14 March 2011

Level of Security Clearance: EU SECRET

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

Executive Assistant to DHoM (GEO HO 04)

(1 position)

Proposed Deployment Date: ASAP

Level of Security Clearance: EU SECRET

The Executive Assistant to DHOM is part of the Head of Mission Office and as such is under the direct supervision of the Head of HoM Office. S/he supports the DHOM in the fulfillment of his/her tasks.

Main tasks

Under the direct guidance of the Head of HoM's Office,

- Assist the DHoM in his work.
- Follows current issues in liaison with the Head of HoM's Office.
- Prepares syntheses of the DHoM's files and makes recommendations and proposals for required actions.
- Takes minutes at meetings and conferences, as well as prepares draft reports, documents, and speeches for DHoM.
- Drafts memos, letters, faxes and other requested documents and performs administrative and secretarial duties when required.
- Supports DHoM on matters relating to the Code of Conduct as internal investigation officer.
- Undertakes any other tasks required as requested by DHoM or the Head of HoM's Office on behalf of the HoM's Office.

Qualifications and Experience

- University Degree in political affairs, international law, social sciences or equivalent training in the police or military field.
- At least 5 years of work experience in a relevant field of work.
- Work experience in an international mission environment desirable, particularly in crisis management.
- Experience on legal matters.
- Ability to work well on his/her own initiative and as part of a team.
- Work methodically, accurately and with attention to detail as well as to tight deadlines and on several projects at one time with limited supervision.
- Have excellent communication skills.
- Fluency in English (written and spoken) is required. Knowledge of Georgian and Russian language will be an asset.

Gender Adviser (GEO OP 05)

(1 position)

Proposed Deployment Date: ASAP

The Gender Adviser reports through the Head of Operations to the Head of Mission.

Main Tasks

- Provides information and advice to the Head of Mission on gender issues.
- Directs and oversees mechanisms in the Mission for monitoring, implementation and evaluation of relevant international instruments, including UN Security Council Resolution 1325 (2000) on women, peace and security.
- Coordinates the work of the four gender focal points in the field offices.
- Establishes gender sensitive EUMM policies and practices by including gender perspectives systematically in the planning, implementation, monitoring, analysis, reporting and evaluation.
- Reports on gender related issues.
- Liaises with local and international NGOs and civil society for the promotion of gender equality.
- Provides assistance, where necessary, to the Mission for proper implementation of international and national documents on gender related issues.
- In coordination with focal points and other relevant partners, analyzes gender issues in the Mission and identifies possible areas of improvement.
- Undertakes any other operational tasks as requested by HoOps.

Qualifications and Experience

- University Degree in Gender Studies, Social Sciences, Development Studies, International Relations, Law or related field.
- A minimum of 5 years of relevant professional experience in international affairs, including 2 years of experience working with gender issues in an international context.
- Extended prior Mission experience will be highly desirable.

Senior Planning and Conduct Officer (GEO OC 01)

(1 position)

Proposed Deployment Date: 14 March 2011

The Planning & Conduct Section (P&CS) of EUMM's Operations Department, which also includes the newly formed Capacity Enhancement Unit (CEU), will support the activities of the Mission as a whole. In this respect, the Senior Planning & Conduct Officer, who reports directly to the Head of Operations (HoOps), will in close cooperation with the Mission's Political Office, the Field Offices, and the Administration & Finance Department, primarily be responsible for the articulation of a joint vision as regards EUMM GEORGIA. One particular accent of her/his work will be on the implementation, review and evaluation of the Business Plan.

Main Tasks

- Develop planning strategies and programme planning from operations in post-conflict environments;
- Oversee, review and edit substantively the work of others;
- Identify areas for operational in-mission skill development to upgrade the field monitors performance in implementing the Mission's mandate;
- Implement the goal of gender equality by ensuring the equal participation and full involvement of both women and men in all aspects of the Mission's work;
- Draft policy guidelines, conduct *ad hoc* studies and articulate ideas in a clear and concise manner;
- Analyse inputs and contributions from others, respond appropriately and display openness in sharing information;

Competencies

- Political awareness and sensitivity;
- Ability to plan work, manage conflicting priorities and to use time efficiently and effectively;
- Outstanding communication skills;
- Excellent inter-personal skills and proven ability to establish and maintain effective working relations with her/his team;
- Proven record of building, managing and leading teams, and creating an enabling environment including the ability to lead, mentor, develop and evaluate staff;

Qualifications

- A first level university degree with a relevant combination of academic qualifications (international relations, development planning or related fields) or equivalent military degree/diploma;
- At least 10 years of progressively responsible experience from managing, organizing and mentoring people in post-conflict environments;
- Adequate knowledge in computer technology, including familiarity with planning-relevant software and applications;
- Fluency in written and spoken English is required.

Watchkeeper

(GEO OW 01, GEO OW 03, GEO OW 05, GEO OW 07)

(4 positions)

Proposed Deployment Date: 31 October 2010 (GEO OW 01), 07 February 2011 (GEO OW 03), 14 March 2011 (GEO OW 05, GEO OW 07)

Level of Security Clearance: EU SECRET

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

Reporting Office (GEO OR 04)

(1 position)

Proposed Deployment Date: 14 December 2010

Level of Security Clearance: EU SECRET

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.

Capacity Enhancement Officer (GEO OE 03)

(1 position)

Proposed Deployment Date: 14 March 2011

As part of the Operations Department and reporting to the Capacity Enhancement Coordinator, the Capacity Enhancement Officer(s) will prepare and deliver high quality training modules in accordance with the mission strategy on skills development, with a view to improving the effectiveness and efficiency EUMM staff.

Main Tasks

- Deliver training modules, usually at Field Office locations, through a variety of
- Teaching/training methods, and using a range of aids and tools, to ensure the highest information transfer success
- Assist the Coordinator in developing and reviewing capacity enhancement tools
- Design training modules for specific subject areas
- As part of the CEU, conduct rehearsals and reviews of modules to ensure highest quality of delivery
- Conduct ongoing analysis of the effectiveness, or otherwise, of the training module, at time of delivery
- Assist Coordinator in identifying additional training modules to be incorporated

Competencies

- Demonstrated credible experience in an operational environment, possibly in a leadership role
- Demonstrated willingness and confidence to deliver training modules in a wide range of
- subject areas, and to a wide range of audiences
- Demonstrated in depth knowledge of EUMM/CSDP operational methodology
- Excellent written and oral skills, in the English language
- Very good skills in MS PowerPoint and Excel

Qualifications

- 5 years experience in post-conflict environments or similar operational or Mission experience
- Experience of skill enhancement or similar activities

Deputy Field Office Chief (GEO ZO 02, GEO GO 02)

(2 positions)

Proposed Deployment Date: 16 March 2011 (GEO ZO 02), 14 December (GEO GO 02)

Level of Security Clearance: EU SECRET

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)

Field Office Security Liaison Officer (GEO ZO 06)

(1 position)

Proposed Deployment Date: 13 March 2011

Level of Security Clearance: EU SECRET

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)

Field Office CIS Officer (GEO ZO 10, GEO GO 12)

(2 positions)

Proposed Deployment Date: ASAP (GEO ZO 10), 27 October 2010 (GEO GO 12)

Level of Security Clearance: EU SECRET

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)

Field Office Chief (GEO GO 01, GEO MO 01)

(2 positions)

Proposed Deployment Date: 20 December 2010 (GEO GO 01), 14 March 2011 (GEO MO 01)

Level of Security Clearance: EU SECRET

The Field Office Chief (FOC) is responsible to manage, administer and co-ordinate all activities carried out by his/her Field Office (FO). He/she reports to the Head of Operations at Mission HQ. In addition, the Field Office Chief will further respond directly to all requests emanating from HoM and DHoM. The FOC, supported by the Deputy Field Office Chief, is expected to oversee, direct and provide detailed guidance to the monitors on all issues related to the implementation of the mandate.

Main Tasks

- Overseeing the work of the monitors and ensuring that the monitoring activities are performed in full compliance with the Agreements of 12 August and 8 September 2008 respectively.
- Making sure that activities, leading to the achievement of the outputs and benchmarks of the Implementation- and Business Plan, are performed in a co-coordinated fashion and that its dead-lines are met .
- Ensuring that the daily monitoring reports, prepared by the monitors, adequately reflect the various components of the mandate, i. e. (i) stabilization of the situation in the AOR, particularly in the former zone of conflict; (ii) normalization, with focus on rule of law, effective law enforcement structures and public order, and the security of transport links, energy infrastructures and utilities, as well as the political and security aspects of the return of internally displaced persons (IDPs) and refugees; and, (iii) confidence building.
- Monitoring of human rights issues and the implementation of human rights conventions in accordance with the EU legislation in the FO area of responsibility.
- Reporting on alleged human rights violations and making sure that cases of alleged human rights violations are brought to the attention of local authorities and, if necessary, forwarded to relevant international organizations for further scrutiny and follow-up.
- In consultation with Ops at Mission HQ, identifying of confidence-building measures, particularly those for implementation in the adjacent zone (ADZ) or along the administrative boundary line (ABL).
- Co-operating with all relevant local (municipal and regional) authorities and international organizations located in the FO AoR with a view to addressing problem areas in a coordinated and inclusive manner.
- Submitting reports to Mission HQ (HoOps and Reporting & Information Section) that contain a high level of accuracy and analysis.
- Undertaking and carrying out *ad hoc* activities as required by HoM, DHoM and HoOps.

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) is an additional asset (Please note that monitors will have to drive the vehicles used during monitoring patrol duty).
- Previous International experience, particularly in crisis management (desirable).

Field Office Operations Officer (GEO GO 04)

(1 position)

Proposed Deployment Date: 23 March 2011

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)

Field Office Logistics Officer (GEO GO 10)

(1 position)

Proposed Deployment Date: 14 December 2010

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)

Field Office Reporting and Information Officer (GEO MO 08)

(1 position)

Proposed Deployment Date: 07 February 2011

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

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)

Monitor (Generic JD)

(GEO ZM 01, GEO ZM 04, GEO ZM 05, GEO ZM 08*, GEO ZM 09, GEO ZM 14, GEO ZM 18, GEO ZM 20, GEO ZM 21, GEO ZM 25, GEO ZM 30, GEO ZM 31, GEO ZM 34, GEO ZM 37, GEO ZM 40, GEO ZM 50, GEO ZM 51, GEO ZM 52, GEO ZM 59, GEO ZM 62, GEO ZM 63, GEO GM 05, GEO GM 12, GEO GM 24, GEO GM 29, GEO GM 36, GEO GM 39, GEO GM 50, GEO GM 54, GEO GM 65, GEO GM 68, GEO GM 71, GEO GM 72, GEO GM 74, GEO GM 76, GEO GM 77, GEO GM 89, GEO GM 90, GEO GM 92, GEO GM 94, GEO GM 97, GEO GM 100, GEO MM 02, GEO MM 05, GEO MM 07, GEO MM 14, GEO MM 15, GEO MM 16, GEO MM 18, GEO MM 19, GEO MM 21, GEO MM 25, GEO MM 26, GEO MM 31, GEO MM 33, GEO MM 34, GEO MM 35, GEO MM 36, GEO MM 37, GEO MM 38, GEO MM 44, GEO MM 45, GEO MM 47, GEO MM 48, GEO MM 51)

(65positions)

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)