



Annex 1

EUMM GEORGIA

Advertisement for EU seconded and/or contracted staff members

Organisation:	EUMM GEORGIA
Job Location:	GEORGIA
Availability:	See below
Contract Regime:	Seconded by Member States and/or contracted (see below)
Job Titles/Vacancy Notice:	<p><u>Seconded/Contracted positions</u> <u>Available to deploy to Georgia by 15 October 2008</u></p> <ul style="list-style-type: none">• 1 Chief Procurement Officer (Ref. GEO 16)• 1 Chief CIS (Ref. GEO 17)• 1 CIS Officer (Ref. GEO 18)• 1 Procurement Officer (Ref. GEO 19)• 1 Legal and Financial Controller (Ref. GEO 21)• 1 Head of General Support Service (Ref. GEO 22)• 1 Asset Management Officer (Ref. GEO 23)• 1 Chief Transportation Officer (Ref. GEO 24)• 2 Transportation Officer (Ref. GEO 25 and GEO 26)• 1 Fleet Management Officer (Ref. GEO 27)• 1 Mission Physician/Medical Advisor to the Head of Mission (Ref. GEO 28)• 1 Chief Finance (Ref. GEO 29)• 1 Chief Logistics Officer (Ref. GEO 30)• 1 Senior Mission Security Officer (Ref. GEO 31)• 4 Mission Security Officer (GEO 32, GEO 33, GEO 34 and GEO 35)• 1 Logistics Officer (Ref. GEO 36)• 1 Chief of Human Resources (Ref. GEO 37)
Deadline for applications:	Friday, 26 September 2008, 17h00
E-mail address to send the Job Application Form/CV:	cpcc.georgia@consilium.europa.eu

<p>Information:</p>	<p>For more information relating to selection and recruitment, please contact the General Secretariat of the Council of the European Union, CPCC:</p> <p>Ben CRAMPTON, Georgia Coordinator Civilian Planning and Conduct Capability, CPCC e-mail: ben.crampton@consilium.europa.eu Tel: + 32 (0) 2 281 2072 Fax: + 32 (0) 2 281 3135 Rue de la Loi 175 B-1048 Brussels</p> <p>For questions on employment terms and conditions:</p> <p>Paulo VIDAL, Mission Support Unit Civilian Planning and Conduct Capability, CPCC e-mail: paulo.vidal@consilium.europa.eu Tel: + 32 (0) 2 281 5802 Fax: + 32 (0) 2 281 3135 Rue de la Loi 175 B-1048 Brussels</p>
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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 the possible ESDP mission in Georgia, according to the requirements and profiles described below:

A. Essential requirements

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 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. Must be able to cope with extended separation from family and usual environment.

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. Selected personnel should, in principle, be under the normal age of retirement in EU Member States.

Computer Skills – Skills in word processing and spreadsheets are essential. Knowledge of other IT tools will be an asset.

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 the mission area – To have a good knowledge of the history, culture, social and political situation of Georgia. To have knowledge of the security sector including police, military, judiciary and governmental structures (distinct advantage).

Language skills – good command of written and spoken **Georgian and Russian** languages will be an asset.

C. Essential documents and requirements for the selected candidates

Passport – The participants must obtain a passport from the respective national authorities. A service/diplomatic passport is advisable.

Visas – Seconded members may obtain a transit visa as appropriate.

Security clearance required: To have or obtain a national security clearance "EU SECRET" level or equivalent.

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 – To be in possession of a valid certificate declaring the participant fit for the mission.

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.

D. Additional information on the selection process

Application form – Applications will be considered only when using the standard Application Form (Annex 2) and indicating which position(s) the candidate is applying for.

Selection process – The candidates considered to be the most suitable will be short-listed and invited to an interview before the final selection is made.

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

E. Additional information on the terms of deployment

Seconded personnel – Contributing States will bear all personnel-related costs for seconded personnel, including salaries medical coverage, travel expenses to and from the mission area (including home leave) and allowances other than those paid according to the document 14239/06 (19 October 2006).

Contracted personnel – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract¹. 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.

¹ Commission Communication on Specific Rule 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.

JOB DESCRIPTIONS

Chief Procurement Officer **(Ref. GEO 16)** (1 position)

The Chief Procurement Officer reports to the Head of Administration and Finance

Main tasks

- To manage the procurement activities of the Mission.
- To assist and advise the chain of command on all contracting and procurement issues.
- To lead, develop, manage and co-ordinate the ESDP Mission contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations.
- To use legally established professional and transparent procurement policies and procedures in accordance with EC legislation and regulations.
- To liaise with other relevant institutions and organizations acting in the field and associated procurement legislation.
- To develop professional relationships and work partnership with EC Commission in the field of contracting and procurement for the mission.
- To provide assistance to the mission members related with all contracting and procurement matters.
- To undertake any other related tasks as required by the Head of Mission.

Qualifications and experience

- Advanced University Degree in Law, Public Administration, Business Administration or equivalent.
- A minimum of 7 years of professional experience at middle and upper level management in contracting and procurement related matters and 15 years of overall professional experience.
- Good working knowledge of MS Word, Power Point and Excel softwares.
- 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).

Chief CIS
(Ref. GEO 17)
(1 position)

Main tasks

- To assist and advise the chain of command on all CIS issues.
- To produce precise reports concerning communication issues recommending improvements.
- To coordinate-supervise CIS related personnel
- To establish the necessary technical liaison and coordination with other international organizations in the mission area.
- To establish Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communication issues.
- To ensure the security of information in theatre according to Council Security regulations.
- To define and forward as appropriate the requirements for goods and/or services for its area of responsibility and to supervise their satisfaction.
- To provide 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.
- To undertake any other related tasks as required by the Head of Mission.

Responsible for:

- To establish and maintain a secure radio, computer, satellite and telephone communications system in support of the mission.
- To install specific available telecommunication systems or equipments required.
- To prepare in co-ordination with the Administration the Data Risk Map and the Data Recovery Plan for the EU supported systems, in agreement to the Master Plans.
- To keep accurate, detailed and updated inventory of the hardware and software distributed Mission wide, in co-ordination with the Administration.

Qualifications and experience

- An advanced University degree in Communications or Technical Specialization in Engineering, Communications or equivalent combination of education, training and practical experience.
- A minimum 10 years of experience in a managerial position.
- Strong theoretical background and experience in information/communication technology and management.
- Knowledge in acquisition management.
- Experience on drafting procedures for the use and management of computer systems and networks, including security.
- Knowledge of hardware specifications and performances.
- International experience, particularly in crisis management.

CIS Officer
(Ref. GEO 18)
(1 position)

The CIS Officer reports to the Chief CIS.

Main tasks

- To assist and advise the chain of command on all CIS issues.
- To develop 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.
- To establish the necessary technical liaison and coordination with other international organizations in the mission area.
- To establish and maintain a secure radio, computer, satellite and telephone communications system in support of the mission.
- To co-ordinate with the Administration, the number, technical specifications and location of the telecommunications equipment required for the personnel to perform their duties.
- To install specific available telecommunication systems or equipments required.
- To prepare in co-ordination with the Administration the Data Risk Map and the Data Recovery Plan for the EU supported systems, in agreement to the Master Plans.
- To provide technical advice on all communication matters and to ensure that an adequate level of security is applied to all communication systems.
- To keep accurate, detailed and updated inventory of the hardware and software distributed Mission wide, in co-ordination with the Administration.
- To ensure the security of information in theatre in co-operation according to Council Security regulations.
- To act as a crypto custodian in theatre.
- To produce precise reports concerning communication issues and to recommend improvements.
- To establish Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communication issues.
- To identify 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.
- To undertake any other related tasks as required by the Head of Mission.

Qualifications and experience

- An advanced 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 equipments.
- 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).

Procurement Officer
(Ref. GEO 19)
(1 position)

The Procurement Officer reports to the Chief Procurement Officer.

Main tasks

- To assist and advise the chain of command on all contracting and procurement issues.
- To lead, develop, manage and co-ordinate the ESDP Mission contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations.
- To use legally established professional and transparent procurement policies and procedures in accordance with EC legislation and regulations.
- To liaise with other relevant institutions and organizations acting in the field and associated procurement legislation.
- To develop professional relationships and work partnership with EC Commission in the field of contracting and procurement for the mission.
- To provide assistance to the mission members related with all contracting and procurement matters.
- To undertake any other related tasks as required by the Head of Mission.

Qualifications and experience

- Advanced 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 softwares.
- 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).

Legal and Financial Controller
(Ref. GEO 21)
(1 position)

Main tasks

- To establish 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.
- To control 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.
- To control the classification and recording of financial transactions and advice on related problems.
- To control and verify accounts and book-keeping records.
- To control 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.
- To advise the HoM in matters concerning financial management and budgetary issues
- To provide advice related to the implementation of financial and accounting policies, systems and procedures.
- To undertake any other related tasks as required by the Head of Mission.

Qualifications and experience

- Advanced University degree in Law, Business Administration, Public Administration, Legal and Financial Management, Finance or other equivalent.
- Related experience of a minimum of 15 years.
- Certification from an internationally recognised 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 computerised 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 organisations, ideally in a related position.

Head of General Support Services

(Ref. GEO 22)

(1 position)

The Head of General Support Services reports to the Head of Administration.

Main tasks

- To lead the Mission General Support Services (including facility management, logistics, transportation and fuel supply, asset and services management, CIS and medical support) in a way that effectively and efficiently contributes to the reaching of the overall objective of the Mission.
- To plan, develop and implement strategies so as to meet expected organizational performance within approved budget and timeframe.
- To propose operational decisions with the purpose of increasing the efficiency of the mission General Support Services.
- To monitor the establishment and maintenance of appropriate systems for measuring various aspects of the overall General Support Services.
- To manage and supervise the budget allocated to Support Services.
- To set goals and priorities for each area of the GSS in consultation with their chiefs.
- To undertake any other related tasks as required by the Head of Mission.

Qualifications and experience

- Advanced University Degree in Business Administration, Logistics, Engineering, Public Administration or equivalent academic or professional training.
- To have a minimum of 10 years of progressive professional experience in a specific Support Services related field (i.e. Supplies, Transportation, Asset Management, CIS) combined with having served as a manager of a multi-disciplinary administrative unit for minimum 5 years.
- To possess a very good understanding of the operations in all the Sections under his/her command.
- Proven ability to lead a multifunctional team.
- Capacity to foresee needs, plan and delineate strategies for maximizing resources.
- International experience, particularly in crisis areas with multinational and international organizations will be an asset.
- Knowledge of Georgian and/or Russian would be an asset.

Asset Management Officer
(Ref. GEO 23)
(1 position)

The Asset Management Officer reports to the Head of General Support Services.

Main tasks

- To be responsible to establish effective asset management policies and procedures and manage the analysis and performance monitoring of the effectiveness and execution of those policies and procedures.
- Identify and implement solutions for the adequate asset management and control of the Mission property and ensure accountability and proper tracking mechanisms.
- Verify the accuracy of the data recorded/updated in the Assets Control System.
- To be responsible for the computerized warehousing system to analyze stock history data in order to maintain an efficient and reliable inventory-stock control system.
- To approve amounts required for maintaining adequate stock levels and subsequent requests necessary for the replenishment of stock.
- To review and authorize requisitions, and issuing/receiving documents.
- To supervise and review work to obtain maximum productivity in the receiving, inspection, storing and issuing of stock items to include the review and control of the stock records.
- To prepare or direct the preparation of reports, faxes, memoranda, presentations, and other media related to inventory, stock control, and warehouse activities.
- To review work of all warehouse staff for accuracy, completeness and compliance with established procedures including physical inspections and controls ensuring that stock is stored, rotated and disposed of effectively.
- To develop and maintain work standards and provide for staff training in relation to stock handling, record keeping, purchasing and warehousing methods.
- To undertake any other related tasks as required by the Head of Mission.

Qualifications and experience

- An advanced University Degree in Business Administration or equivalent academic or professional training in the areas of supply, asset management and warehouse procedures and practices.
- To have a minimum of 5 years of broad professional experience, in the principles and use of standard office computer programs and inventory control systems and the methods and principles of warehouse management.
- International experience in managing support services of international organizations or military operations, particularly in crisis areas (essential).

Chief Transportation Officer
(Ref. GEO 24)
(1 position)

The Chief of Transportation reports to the Head of General Support Services.

Main tasks

- To be responsible for establishing a transport management system which incorporates controls of speed and mileage, fuel consumption, damages in the vehicles, road accidents and insurance cover.
- To provide advice, support and training on transport related matters, ensuring the necessary storage, distribution and allocation of motor vehicles and associated equipment to mission members.
- To be responsible for the efficient execution of contracts relating to acquisition and maintenance/services contracts, including car insurance issues.
- To identify needs of goods and/or services specifically required for his/her 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.
- To ensure the effective management of databases, inventories and lists of equipment on the items related to his/her field of expertise.
- To undertake any other related tasks as required by the Head of Mission.

Qualifications and experience

- Technical Specialization in Logistics, Engineering, Administration or equivalent combination of training and practical experience.
- To have a minimum of 5 years of professional experience at middle level management in logistics related matters and 10 years of overall professional experience. Good awareness of different product and services markets and industrial business networks.
- To have experience in the implementation of EU procurement processes and regulations (desirable).
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).
- Knowledge of Georgian and/or Russian would be an asset.

Transportation Officer
(Ref. GEO 25 and GEO 26)
(2 positions)

The transportation officers reports to the Chief Transportation Officer.

Main tasks

- To assist the Chief of Transportation in establishing a transport management system which incorporates controls of speed and mileage, fuel consumption, damages in the vehicles, road accidents and insurance cover.
- To analyze and make recommendations on the most economical method of air, road, train and sea transportation acquisition, by purchase, lease, or contingency agreements.
- Plan the use of air, road, train and sea transportation to achieve predetermined outcomes using cost effective and efficient methods to deliver services.
- Review and all expenditures from approved air/road/sea/train transportation budgets to ensure that requirements are met within allocated funds.
- To be responsible for the efficient execution of contracts relating to transportation.
- To identify needs of goods and/or services specifically required for his/her 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.
- To assist the fleet management officer in the management of the mission vehicle fleet.
- To undertake any other related tasks as required by the Head of Mission.

Qualifications and experience

- Technical Specialization in Logistics, Engineering, Administration or equivalent combination of training and practical experience.
- To have a minimum of 5 years of professional experience. Good awareness of different product and services markets and industrial business networks.
- To have experience in the implementation of EU procurement processes and regulations (desirable).
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).

Fleet Management Officer
(Ref. GEO 27)
(1 position)

The Fleet Management Officer reports to the Chief of Transportation.

Main tasks

- Under the supervision of Chief of Transportation, the Fleet Management Officer will be responsible for the motor transport capability, the provision and maintenance of a vehicle fleet and power generators of the Mission.
- To assist the Chief of Transportation in establishing a transport management system which incorporates controls of speed and mileage, fuel consumption, damages in the vehicles, road accidents and insurance cover.
- To be responsible for the co-ordination and management of drivers and the complete vehicle fleet of the mission and the implementation of vehicle fleet policies and guidelines
- To be responsible for the storage, balanced distribution and allocation of transportation resources.
- To provide advice, support and training on transport related matters, ensuring the necessary storage, distribution and allocation of motor vehicles and associated equipment to mission members.
- To be responsible for proper technical inspection of vehicles based on an extensive professional knowledge of various types of them (4x4, sedan, armoured etc.).
- To be responsible for the efficient monitoring and review of contracts related to the acquisition of fuel/maintenance and insurance services.
- To support the procurement processes related to fleet management, maintenance services and vehicle insurance contracts with the identification of needs, technical specifications and by participating in the evaluation/selection of bids.
- To prepare reports concerning relevant technical and vehicle fleet issues, proposing/recommending changes and improvements.
- To ensure the effective management of the vehicle fleet databases.
- To undertake any other related tasks as required by the Head of Mission.

Qualifications and experience

- Technical Specialization in Logistics, Engineering, Administration or equivalent combination of training and practical experience.
- To have a minimum of 5 years of professional experience. Good awareness of different product and services markets and industrial business networks.
- To have experience in the implementation of EU procurement processes and regulations (desirable).
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).

Mission Physician/Medical Advisor to the Head of Mission

(Ref. GEO 28)

(1 position)

Main tasks

- To assist and advise the Head of General Support Services on all medical/welfare matters.
- To advise the Head of Mission directly on topics which have a direct effect on the ongoing mission.
- To plan, analyse, and design a program and to implement all aspects of the medical needs of the Mission.
- To develop further the medical system necessary for the ESDP Mission.
- To organize the use of MEDEVAC capabilities inside or outside GEORGIA.
- To provide, the necessary medical inputs for all Mission staff elements especially with regards to operational planning, decision making processes and resulting orders and documents.
- To counsel all the Mission staff members in medical matters.
- To provide limited first aid for the Mission personnel within means and capabilities.
- To ensure that the contents of all Mission First Aid and Trauma kits are sufficient and to improve these kits and the medical equipment if necessary.
- To support, monitor and coordinate in case of disease or injury of the Mission member in close contact and cooperation with all involved health care providers, all elements of the medical evacuation chain from the beginning until the place of definitive treatment.
- To assess on regular basis existing in- and outpatient medical treatment facilities (MTF) and regularly issue an updated list of available MTF.
- To coordinate and perform Medical Briefings and First Aid Training for Mission members.
- To establish and regularly update a medical emergency plan in coordination with all relevant elements of ESDP Mission, international, civilian and military organizations in the area of operation.
- To represent the Mission to local or governmental medical officials with regard to medical issues on behalf of the Head of Mission.
- To monitor the epidemiological and overall medical situation in the area of operation, promote and implement preventive medical measures including hygiene and recommendations for immunizations and to report to the Head of General Support Services.
- To gather all information related to medical support for the Mission members, including social security and health and repatriation insurance, practical and administrative aspects.
- To undertake any other related tasks as required by the Head of Mission.

Qualifications and experience

- An advanced University degree of a recognized Medical School, specialization as a general practitioner (GP) or internal medicine with extensive knowledge in emergency medicine.
- To have a minimum of 10 years of relevant professional experience including administrative and managerial experience.
- Language skills in English demanded, desirable in Russian.
- International experience, particularly in crisis areas with multi-national and international organisations. Therefore interpersonal skills, capabilities to work with people from various backgrounds.
- Desirable Flight Medical and/or MEDEVAC experience.
- Desirable Tropical Medicine experience.
- Desirable Public Health specialist.
- Desirable trainer for Basic Trauma Life Support or other trainer experience.

Chief of finance
(Ref.GEO 29)
(1 position)

Main Tasks

- To be responsible for financial management of the ESDP Mission and to develop essential policies for accounting and control for finance.
- To manage the accounts, payments, treasury, payroll, financial system, claims and other financial functions.
- To be responsible for approving financial obligations, payments and disbursements.
- To ensure the integrity, accuracy and timely submission of internal and external financing reporting. To develop and implement internal and external audit methods.
- To be responsible for the provision of all financial advice, assisting in the formulation of financial strategies for the ESDP Mission.
- To limit financial risk by taking action and evaluating the banking and national financial infrastructure, the physical/electronic security of funds and internal controls.
- To liaise and cooperate on financial issues with the EC Commission, Government and other relevant agencies.
- To identify 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.
- To undertake any other related tasks as required by the Head of Mission.

Qualifications and Experience

- An advanced University Degree in Economics, Finance or Accounting.
- To have a minimum of 5 years of experience in a managerial position and 10 years of overall professional experience.
- Excellent analytical, research and problem-solving skills.
- Ability to operate Windows and Power Point applications, including Word processing and e-mail and in special extremely confident with spreadsheets, or PC based accounting systems.

Chief Logistics Officer
(Ref. GEO 30)
(1 position)

The Chief Logistics Officer reports to the Head of General Support Services.

Main tasks

- To assist and advise the chain of command on all logistic issues.
- To plan, analyse, design, program and implement all aspects of logistical needs of the mission, with adequate support related to facilities, computers, vehicles, furniture, telecommunications, etc, suitable for the needs of all personnel.
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the Mission, ensuring systems in place for replacement and repair.
- To be responsible for the production of reports concerning logistical issues, proposing/recommending changes and improvements, ensuring accuracy and comprehensive policies and guidelines to the logistics aspects.
- To co-ordinate the identification of needs of the Mission regarding goods and/or services and to lead the technical definition of 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.
- To coordinate the provision of material and office space.
- To receive, review, analyze, assign, process and track certified requisitions submitted for procurement action.
- To review specifications for completeness and strive for competitive evaluation criteria.
- To prepare and issue solicitations, requests or invitations to quote, bid or proposals to registered and potential suppliers.
- To undertake any other related tasks as required by the Head of Mission.

Qualifications and experience

- An advanced University Degree in Logistics, Engineering, Administration or equivalent combination of education training and practical experience.
- A minimum of 7 years of professional experience at middle and upper level management in logistics related matters and 15 years of overall professional experience.
- Good awareness of different product and services markets and industrial business networks.
- Good working knowledge of MS Word, Power Point and Excel softwares.
- Be familiar with the use of MS Access and specific logistics planning softwares (desirable).
- Experience in the implementation of EU procurement processes and regulations (desirable).
- International experience, particularly in crisis management/SSR (desirable).

Senior Mission Security Officer (MSO)

(Ref. GEO 31)

(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 S-MSO 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 S-MSO 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 specialised 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 organisations.
- Demonstrated ability to contribute creatively to the development of security policies and procedures.

- Previous mission experience with an international organisation 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 (MSO)
(Ref. GEO 32, GEO 33, GEO 34 and GEO 35)
(4 positions)

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.

Logistics Officer
(Ref. GEO 36)
(1 position)

The Logistics Officer reports to the Chief Logistics Officer.

Main tasks

- To assist the Chief of Logistics to plan, analyse, design, program and implement all aspects of logistical needs of the mission, with adequate support related to facilities, computers, vehicles, furniture, telecommunications, etc, suitable for the needs of all personnel.
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the Mission, ensuring systems in place for replacement and repair.
- To develop the logistical systems necessary for the Mission, balancing adequate logistical support.
- To prepare reports concerning logistical issues, proposing/recommending changes and improvements, ensuring accuracy and comprehensive policies and guidelines to the logistics aspects.
- To identify the needs of the Mission regarding goods and/or services 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.
- To prepare the deployment of operational field units.
- To take care of the provision of material and office space.
- To receive, review, analyze, assign, process and track certified requisitions submitted for procurement action.
- To prepare technical specifications of identified needs and strive for competitive evaluation criteria.
- To prepare and issue solicitations, requests or invitations to quote, bid or proposals to registered and potential suppliers.
- To undertake any other related tasks as required by the Head of Mission.

Qualifications and experience

- An advanced University Degree in Logistics, Engineering, Administration or equivalent combination of education training and practical experience.
- A minimum of 5 years of professional experience at middle and upper level management in logistics related matters and 10 years of overall professional experience.
- Good awareness of different product and services markets and industrial business networks.
- Good working knowledge of MS Word, Power Point and Excel softwares.
- Be familiar with the use of MS Access and specific logistics planning softwares (desirable).
- Experience in the implementation of EU procurement processes and regulations (desirable).
- International experience, particularly in crisis management/SSR (desirable).

Chief of Human Resources

(Ref. GEO 37)

(1 position)

The Chief of Human Resources reports to the Head of Administration and Finance.

Main tasks

- To be responsible for the management and co-ordination of all human resources related issues.
- To propose and policies and procedures concerning Human Resources/Personnel.
- To supervise the preparation of job descriptions.
- To supervise the process of applications and be responsible for the maintenance of rosters and databases as appropriate.
- To propose and advise on the development of Standard Operating Procedures.
- To supervise in preparing and managing deployment of personnel, contracts, letters of appointment, contract, reassignments, redeployments, termination, attendance records, duty rosters, pension funds, and all relevant personnel related issues.
- To advise in the development of the training for personnel.
- To advise and propose measures for the development and implementation of the existing personnel administration rules for the operations, and the deployment of all human resources.
- To advise in identifying needs of goods and/or services specifically required for his/her 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.
- To undertake any other related tasks as required by the Head of Mission.

Qualifications and Experience

- An advanced University Degree in Social Sciences, Human Resources, Business. Administration or equivalent academic or professional training.
- To have a minimum of 10 years of Human resources and/or administration management experience or equivalent, with broad professional experience, in legal, administrative and operational aspects of human resources and training.
- Held a Senior 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.