



Annex 1

**EUMM GEORGIA**

Advertisement for EU seconded staff members

<b>Organisation:</b>	<b>EUMM GEORGIA</b>
<b>Job Location:</b>	<b>GEORGIA</b>
<b>Availability:</b>	<b>See below</b>
<b>Contract Regime:</b>	Seconded by Member States
<b>Job Titles/Vacancy Notice:</b>	<p><b><u>Seconded positions</u></b> <b><u>Available to deploy to Georgia by 1 October 2008</u></b></p> <ul style="list-style-type: none"><li>• 1 Head of Press and Public Information Officer/Spokesperson (Ref. GEO 10)</li><li>• 1 Deputy Press &amp; Public Information Officer (Ref. GEO 11)</li><li>• 2 Press &amp; Public Information Officer (Ref. GEO 12 and GEO 13)</li><li>• 2 Media Analyst/Planner (Ref. GEO 14 and GEO 15)</li><li>• 1 Legal Adviser (Ref. GEO 20)</li></ul>
<b>Deadline for applications:</b>	<b>Wednesday, 24 September 2008, 12h00</b>
<b>E-mail address to send the Job Application Form/CV:</b>	<b><a href="mailto:cpcc.georgia@consilium.europa.eu">cpcc.georgia@consilium.europa.eu</a></b>
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the General Secretariat of the Council of the European Union, CPCC:</p> <p><b>Ben CRAMPTON, Georgia Coordinator</b> Civilian Planning and Conduct Capability, CPCC e-mail: <a href="mailto:ben.crampton@consilium.europa.eu">ben.crampton@consilium.europa.eu</a> 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><b>Paulo VIDAL, Mission Support Unit</b> Civilian Planning and Conduct Capability, CPCC e-mail: <a href="mailto:paulo.vidal@consilium.europa.eu">paulo.vidal@consilium.europa.eu</a> Tel: + 32 (0) 2 281 5802 Fax: + 32 (0) 2 281 3135 Rue de la Loi 175 B-1048 Brussels</p>

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 contract<sup>1</sup>. 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.

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<sup>1</sup> 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**

### **Head of Press & Public Information Officer (PPIO)/Spokesperson**

**(Ref.GEO 10)**

(1 position)

The Head of PPIO/Spokesperson reports to the Head of Mission and will be in close contact /co-ordination with the Council press office and the spokesperson of the EU High Representative.

#### **Main tasks**

- To manage and supervise the Press and Public Information Office (PPIO).
- To be the PPIO link between the ESDP Mission and the EUSR's Office.
- To be responsible for the conduct and co-ordination of official visits according to the established protocol rules.
- To manage the institutional image of the ESDP Mission proficiently, providing relevant advice and guidance.
- To create and promote positive media campaigns in support of a transparent public image of the ESDP Mission.
- To draft press releases and to act as the ESDP Mission public spokesperson.
- To coordinate and supervise the preparation of press conferences.
- To analyse the public impact of the effectiveness of activities.
- To be responsible for the production of the daily media monitoring and its dissemination internally through the structure.
- To undertake any other related tasks as required by the Head of Mission.

#### **Qualifications and Experience**

- University Degree in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or related field.
- To have a minimum of 10 years of professional experience, including 5 years of management experience.
- Very good interpersonal skills.
- Deep understanding of the political situation in Georgia and working experience in the Caucasus is highly desirable.
- Knowledge of EU Civilian Crisis Management and previous ESDP experience desirable.
- Experience from diplomacy, negotiations and field work in international organisations (desirable).
- Knowledge of local languages will be an asset.

**Deputy Head of Press & Public Information Office (PPIO)/Spokesperson**  
**(Ref. GEO 11)**  
(1 position)

The Deputy Head of PPIO/Spokesperson reports to the Head of PPIO /spokesperson

**Main tasks**

- To replace the Head of PPIO during his absences.
- To assist the Head of PPIO in the management and supervision of the Press and Public Information Office (PPIO).
- To assist the Head of the PPIO in establishing the link between the ESDP Mission and the EUSR's Office.
- To assist in the conduct and co-ordination of official visits according to the established protocol rules.
- To manage the institutional image of the ESDP Mission proficiently, providing relevant advice and guidance.
- To create and promote positive media campaigns in support of a transparent public image of the ESDP Mission.
- To draft press releases and to act as the ESDP Mission public spokesperson as appropriate.
- To assist in the coordination and supervision of the preparation of press conferences.
- To analyse the public impact of the effectiveness of activities.
- To assist in the production of the daily media monitoring and its dissemination internally through the structure.
- To undertake any other related tasks as required by the Head of Mission.

**Qualifications and Experience**

- University Degree in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or related field.
- To have a minimum of 8 years of professional experience and preferably some management experience.
- Very good interpersonal skills.
- Deep understanding of the political situation in Georgia and working experience in the Caucasus is highly desirable.
- Knowledge of EU Civilian Crisis Management and previous ESDP experience desirable.
- Experience from diplomacy, negotiations and field work in international organisations (desirable).
- Knowledge of local languages will be an asset.

## **Press & Public Information Officer (PPIO)**

**(Ref. GEO 12 -13)**

(2 positions)

The Press and Public Information Officer will report to the Head of PPIO/Spokesperson

### **Main tasks**

- To assist in conducting and co-ordinating official visits according to the established protocol rules.
- To manage the institutional image of the ESDP mission, providing advice and guidance on this issue.
- To create and promote positive media campaigns in support of a transparent public image of the ESDP mission.
- To assist in conducting and co-ordinating press conferences.
- To analyse the public impact of the effectiveness of ESDP activities.
- Disseminate internally the daily media monitoring through the ESDP structure.
- To undertake any other related tasks as required by the Head of Mission.

### **Qualifications and Experience**

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

**Media Analyst/Planner**  
**(Ref. GEO 14 -15)**  
(2 positions)

The Information Operations specialist is responsible for providing advice and co-ordination regarding activities affecting information and information systems (including system behaviour and capabilities) and will report to the Head of PPIO/Spokesperson.

**Main tasks**

In particular, the role of the specialist is to:

- Provide specific Info Ops input to the development of the Chain of Command's direction and to support his intent and end-state.
- Identify and prioritise the effects in the information environment necessary to achieve campaign objectives (HoM's objectives and information objectives).
- Coordinate the information activities to create the desired effects and to protect one's own information and information systems.
- Recommend priorities of Info Ops activities.
- Regularly update the Chain of Command on the progress of the overall information objectives.
- Provide advice on effects in the information environment to the Chain of Command in order to ensure that the objectives given are met.
- Protecting own information and information systems.
- Countering adverse information activities.
- Implement actions to keep all personnel informed of the situation, their role in the mission, their personal responsibilities, and the strengths and weaknesses of their unit.
- Disseminate theatre specific cultural awareness and suggest appropriate rules of behaviour (including by supporting counter intelligence awareness and preventing hostile propaganda from becoming effective).
- Analyse the processes, mechanisms and systems by which information is gathered and decisions made and disseminated in order to identify critical nodes and back up systems.
- Carry out an analysis of the population, in particular in terms of leadership (Political, Military and Social/Cultural), regional and local grouping or factions as well as refugee, expatriate and internally displaced groups.
- To undertake any other related tasks as required by the Head of Mission.

**Qualifications and Experience**

- Have a training and experience in Info Op.
- Comprehensive understanding of the planning process (within EU environment).
- Ability to produce creative high quality work with limited supervision within limited timescales.
- Awareness and ability to interact with other disciplines/components of EU institutions.
- Ability to actively provide sound advice and assessment.

**Legal Adviser**  
**(Ref. GEO 20)**  
(1 position)

**Main tasks**

- To provide advice and expertise on legal matters to the HoM.
- To advise on legal implications of decisions and actions on request.
- To clear the drafting of new internal administrative regulations with regard to their legal implications.
- To supervise the legal internal consistency of policies and the consistency with EU regulations.
- To advise the Mission administration on legal solutions in all matters, notably related to personnel.
- To act as a focal point with respect to all legal matters and to assist in the development of internal guidelines and Standard Operating Procedures.
- To undertake any other related tasks as required by the Head of Mission.

**Qualifications and experience**

- Advanced University Degree in Law.
- A minimum of 12 years of professional experience in the legal field.
- International experience preferable, particularly in crisis area with multinational and international organisations, ideally in a legal advisory post.
- Excellent interpersonal and communications skills.
- Familiarity with EU policies will be an asset.