

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree (the qualification should be in any of the fields of Information Technology, Computer Science, Telecommunications, IT Engineering or other related fields) OR equivalent and attested police or/and military education or training or an award of an equivalent rank;
AND
- A minimum of 2 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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