



**EUROPEAN EXTERNAL ACTION SERVICE**  
**EU Special Representative for the South Caucasus and the crisis in Georgia**

**CALL FOR CONTRIBUTIONS**

**Job description and requirements**

<b>Job Title:</b>	<b>Mission Security Officer (MSO)</b>
<b>Organisation: Reports to:</b>	European Union Special Representative for South Caucasus and Crisis in Georgia
<b>Duty Station</b>	Tbilisi, Georgia
<b>Availability:</b>	As soon as possible
<b>Contract Regime:</b>	Internationally contracted
<b>Contractual category</b>	Mission support staff – Management level category
<b>Security Clearance Level</b>	EU Secret
<b>Deadline for applications:</b>	<b>Friday, 16 February 2018 (COB)</b>
<b>Email address to send the Job Application Form</b>	Interested candidates should use the standard application form (Annex 2) and submit the application to the office of Special Representative for South Caucasus and Crisis in Georgia by email to:  Bjoern.KUEHNE@ext.eeas.europa.eu Tel. +3 2 25842005 and Joanna.RAU@ext.eeas.europa.eu Tel: + 32 2 584 91 83
<b>Information:</b>	Contracted Personnel – The EUSR may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the EUSR establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable standard risk insurance policy. For more information related to the selection and recruitment, please contact persons listed above. For updates on this position and other EUSR positions please check EEAS website <a href="https://eeas.europa.eu/headquarters/headquarters-homepage/search/site/Job%20vacancies_en">https://eeas.europa.eu/headquarters/headquarters-homepage/search/site/Job%20vacancies_en</a>
<b>Selection process</b>	The candidates considered to be most suitable will be shortlisted and interviewed by audio/video skype/phone, before the final selection is made. <u>Information on the Outcome</u> – Shortlisted candidates will be informed about the outcome of the selection process after its completion.

## **Summary**

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 and of the EU Special Representative (EUSR) for the South Caucasus and the crisis in Georgia, who remains responsible overall for the security and safety of Mission in general, the Mission Security Officer (hereinafter – MSO) is responsible for managing the security and safety of EUSR personnel, assets, information and resources deployed throughout the South Caucasus region and in Brussels through the design and implementation of appropriate security policies and procedures.

## **Main tasks**

- Citizen of a Member State of the European Union (EU) and enjoying full rights as a citizen.
- Carry out the daily management of the EUSR Mission Security Office;
- Ensure compliance with the basic principles and minimum standards of COUNCIL DECISION of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU);
- Responsible for the supervision of journey management planning for all field visits across Georgia, Armenia and Azerbaijan with providing timely advice and guidance to Mission members as required;
- Provide comprehensive Security Induction training to new Mission members as required;
- Provide Area Security briefings to visitors, as required;
- Ensure that regular security drills, communication tests and evacuation exercises are conducted;
- Oversee all staff responsible for security, providing instructions, support and assistance as necessary;
- Responsible, in line with the EU Field Security Policy and its supporting documents (i.a. the Field Security Handbook of January 2017 and the EEAS crisis response mechanism), for the continued development, implementation and updating of the Mission security plans for relocations/evacuations, including an effective warden and movement of personnel system;
- Identify staff training needs in security related areas in line with standards set by the EU Field Security Policy and supporting documents;
- Ensure that the outsourced contracted security guard force meets assigned performance standards;
- Ensure the development and regular review of security policies and procedures as well as relevant SOPs are ensure their implementation;
- Monitor and assess the security situation and make security analyses, recommendations and reports as required;
- Ensure personal security advice is given to the members of the Mission as required;
- Develop professional contacts with national law enforcement agencies both in Georgia, Armenia and Azerbaijan, IOs, NGOs, and other EU/UN Security Officers in the area; as well as all other diplomatic representative offices as available;
- Conduct security reviews of Mission members' personal protective security requirements, transport security and residential and office security, making recommendations as necessary;
- Be available to deploy on 24/7 basis, to give security direction, instigate follow up action and set priorities to deal effectively with unforeseen/unexpected security events or incidents;
- Ensure an effective system of security reviews in relation to EUSR property and buildings and recommend changes if necessary;
- Work in close cooperation with the EUSR's Administration, FPI Services and EEAS Security Department in matters related to the purchasing of necessary security related works, equipment and services;

- Ensure that all security and communication equipment is kept up-to-date and in state of operational readiness;
- Liaise with the EEAS Security Department and CPCC-MSD on all matters foreseen by the EU's Field Security Policy and supporting documents;
- Travel to all of the mission area, including high risk areas, as required;
- Ensure correct application of the Mission's staff security clearances;
- Undertake any other related tasks as required by the EUSR.

## **Qualifications and experience requirements**

### **Mandatory**

- University degree in security or management related fields (or undergraduate degree along with extensive previous experience in security management) or a graduate from a military/police academy or a civilian security organization with specialized training on field operations, force protection and/or security;
- Minimum 10 years overall professional experience and at least 5 years professional experience at managerial level in the civilian security or military/police field;
- Possession of an appropriate (EU Secret) Personal Security Clearance;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national, religious and cultural backgrounds;
- Experience in planning and implementing projects;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent organizational, planning, and time-management skills;
- Management experience demonstrating increasing level of responsibility in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Fluency in English (speaking, writing, reading and understanding);
- Colloquial knowledge of Russian is mandatory; fluency in Russian is an advantage;
- Civilian driving license class B and C.

### **Desirable**

- Successful completion of the EU Mission Security Officer Certification Course is highly desirable;
- Previous international mission experience particularly in crisis areas with multi-national organizations and a knowledge of Georgia in particular and the South Caucasus in general is desirable.