

We are

The European Union Partnership Mission in Armenia (EUPM) is a civilian mission dedicated to strengthening Armenia's resilience and its capacity to address foreign information manipulation and interference, cyber-threats, as well as illicit financial flows. The Mission supports this objective through the provision of strategic guidance, operational-level advice, and capacity building assistance to relevant security sector institutions. Working in line with a whole of government approach and in close coordination with international partners and like-minded actors, the Mission contributes to enhancing Armenia's democratic resilience, crisis management capabilities, and institutional preparedness.

https://www.eeas.europa.eu/eeas/about-eu-partnership-mission-armenia-0_en

We offer

EUPM Armenia offers nineteen (19) positions across a diverse team of professionals specialising in *executive coordination, political affairs and communications, project management, interpretation, administration, finance, logistics, procurement, information systems, security, transportation, and human resources* to support the effective implementation of its mandate in Armenia. We offer a working opportunity in an international environment with a professional atmosphere. It is full-time work, in a multicultural environment.

Working hours: 40 hours/week

Place of employment: Yerevan, Armenia

Duration: One-year fixed-term contract, including a three-month probationary period, with the possibility of contract renewal subject to budget approval and the future mandate of the Mission.

Salary Group: The applicable salary group is indicated in the job description. Salary will be determined based on qualifications and experience within the relevant salary range:

Group 1: 1,403,627 - 3,011,455 AMD/month

Group 2: 964,404 – 1,765,743 AMD/month

Group 3: 642,051 – 1,297,906 AMD/month

Availability: As soon as possible

Deadline for applications: 24.00, 13 September 2026

For detailed Job Descriptions, please read further on the Post Title listed in the table below.

Job titles / Vacancy Notice:

Nr. Crt.	Ref. No	Post Title	Department
1.	ARAL 01	Executive Officer to the Head of Mission	Chief of Staff / Head of Mission Office
2.	ARAL 02	Executive Officer to Deputy Head of Mission / Chief of Staff	Chief of Staff / Head of Mission Office
3.	ARAL 03	Interpreter / Translator	Chief of Staff / Head of Mission Office
4.	ARAL 04	Public Communication and Political Officer	Chief of Staff / Head of Mission Office
5.	ARAL 05	Project Officer (with IT experience)	Planning, Reporting & Evaluation Section / Project Cell
6.	ARAL 06	Project Officer	Planning, Reporting & Evaluation Section / Project Cell

7.	ARAL 07	Executive Officer to The Head of Operations	Operations
8.	ARAL 08	Interpreter / Translator	Operations/ Strategic Advice Unit
9.	ARAL 09	Liaison Officer	Operations/ Strategic Advice Unit
10.	ARAL 10	Interpreter / Translator	Operations/ Operational Advice and Capacity Building Unit
11.	ARAL 11	Liaison Officer	Operations/ Operational Advice and Capacity Building Unit
12.	ARAL 12	Administrative Officer to Mission Support Department	Mission Support Department
13.	ARAL 13	Finance Officer	Mission Support Department / Finance
14.	ARAL 14	Logistics Officer	Mission Support Department / Logistics
15.	ARAL 15	Procurement Officer	Mission Support Department / Procurement
16.	ARAL 16	CIS officer	Mission Support Department / CIS
17.	ARAL 17	Transport Assistant/Driver	Mission Support Department / Logistics
18.	ARAL 18	Security & Health Administrative Officer	Security & Health Office
19.	ARAL 19	Human Resources Officer	Human Resources

Essential Requirements:

1. Medically fit to perform the required duties;
2. Enjoys civil rights and permits for employment under local law;
3. Proficiency in English and Armenian both oral and written, Russian when applicable.
4. Level of education as indicated in the respective Job Description;
5. After having fulfilled the education requirements, number of years of relevant professional experience, as indicated in the respective Job Description, in performing duties relevant to the job description;
6. Any other requirements as specified in the Job Description.

How to apply

Please send your Application to job@eupm-armenia.eu

- A detailed Application Form indicating the position for which you are applying.
- Please note that if you are applying for several positions, only one application should be submitted.
- Please use the following file name format for your application: LASTNAME_FirstName_ARALXX
- Indicate the reference number (eg. ARAL00) of the post/s you are applying for in the subject line of your email.

The Application Form template is available [here](#).

Please note that, when calculating professional experience to determine your salary, any overlapping periods of employment will be counted only once by EUPM Armenia.

ATTENTION: Application Forms submitted in any format other than the official template will not be considered.

For non-Armenian citizens: applications must attach evidence of a work permission.

The selection procedure

After the deadline for applications, the applications will be reviewed by the Selection Panel, which will establish a shortlist of candidates considered to be the most suitable for the post on the basis of a preliminary assessment of the information provided in the Application Forms.

Shortlisted candidates will be invited to an assessment phase, which will include an interview and, if required, additional tests. During this phase, the Selection Panel will assess the suitability of the candidates for the post.

Applicants who are not shortlisted will be informed once the selection procedure has been completed and the position has been filled.

For more information relating to the recruitment and selection process, please contact

job@cupm-armenia.eu

Position Reference	Position Title	
ARAL 01	Executive Officer to the Head of Mission	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff / Head of Mission Office	Yerevan	I

1. Reporting Line

The Executive Officer to the Head of Mission (HoM) reports to the Deputy Head of Mission / Chief of Staff.

2. Main Tasks and Responsibilities:

- To serve as the primary coordination anchor within the Head of Mission Office (HoM's Office) in EUPM Armenia;
- To plan, facilitate and execute all aspects of coordination, both internal and external, in close cooperation with members of the HoM's Office.
- To support the HoM ensuring the overall smooth running of the day-to-day office processes and assisting HoM in the daily work, coordinating as necessary with other members of the Mission;
- To support HoM and the HoM's Office in its liaison with the Armenian and international counterparts and to act as Point of Contact for Armenian authorities;
- To provide dedicated administrative support, including preparing reports and other documents, including the translation of such;
- To maintain the calendars, leave, duty and travel plans of HoM's Office;
- To maintain any correspondence in/out system of filing and retrieval, including allocation of file reference numbers, liaising with the other Departments and Offices;
- To maintain an overview of activities of the Mission, both current and planned;
- To schedule appointments and meetings with local counterparts and other international organisations as identified;
- To participate in meetings including providing interpretation and administrative support.
- To support the HoM's Office in preparation of background papers and organising of papers/folders for official trips and meetings.
- To plan and coordinate Mission events as needed

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities 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, Experience and Eligibility Criteria:

- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Enjoy full civil rights and do not have criminal record;
- Successful completion of a full university studies attested by a degree in a relevant field, where the normal duration of university education in the country awarded is 4 years or more (e.g. master's

- degree);
- After having obtained the university degree, a minimum of 5 years of relevant and proven full-time professional experience in the private and/or public sector;
- Be physically fit to perform the duties relating to the post; such physical fitness should be attested by a medical certificate.

5. Essential Knowledge, Skills and Abilities:

- Fluency in English and Armenian languages (oral and written);
- Experience in positions requiring excellent analytical and organisational skills, with a service-minded and project-oriented approach;
- Attention to detail;
- A self-starter. To have a strong sense of initiative, responsibility and autonomy;
- To focus on priorities, to monitor and evaluate procedures and processes;
- To deliver work on time and to agreed standards, even under pressure;
- Ability to build productive and cooperative working relationships with other staff members in a diverse environment;
- To have a strong sense of confidentiality and discretion in dealing with Mission-related matters;
- Experienced user of Microsoft Office (MS Word, Excel, Power Point, Access etc.) and databases;
- To have integrity, and the ability to adhere to EU fundamental values and standards;
- Excellent listening and communication skills;
- Good self-management and organisational skills with an ability to plan and prioritise.

6. Desirable Qualifications and Experience:

- Professional experience in an international organisation working with people from diverse backgrounds;
- Professional qualification in administration management;
- Experience of using data for preparing reports;
- Experience in providing clear and concise oral and written communication;
- To be in possession of valid category B driving license.

Position Reference	Position Title	
ARAL 02	Executive Officer to the Deputy Head of Mission /CoS	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff / Head of Mission Office	Yerevan	I

1. Reporting Line

Executive Officer to the Deputy Head of Mission /Chief of Staff reports to the Deputy Head of Mission / Chief of Staff (DHoM/CoS).

2. Main Tasks and Responsibilities:

- To serve as the primary coordination anchor within the DHoM/CoS Office in EUPM Armenia;
- To plan, facilitate and execute all aspects of coordination, both internal and external, in close cooperation with members of the DHoM/CoS Office.
- To support the DHoM/CoS ensuring the overall smooth running of the day-to-day office processes and assisting DHoM/CoS in the daily work, coordinating as necessary with other members of the Mission;
- To support DHoM/CoS and the DHoM/CoS Office in its liaison with the Armenian and international counterparts and to act as Point of Contact for Armenian authorities;
- To provide dedicated administrative support, including preparing reports and other documents, including the translation of such;
- To maintain the calendars, leave, duty and travel plans of DHoM/CoS Office;
- To maintain any correspondence in/out system of filing and retrieval, including allocation of file reference numbers, liaising with the other Departments and Offices;
- To maintain an overview of activities of the Mission, both current and planned;
- To schedule appointments and meetings with local counterparts and other international organisations as identified;
- To participate in meetings including providing interpretation and administrative support.
- To support the DHoM/CoS Office in preparation of background papers and organising of papers/folders for official trips and meetings.
- To plan and coordinate Mission events as needed
-

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities 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, Experience and Eligibility Criteria:

- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Enjoy full civil rights and do not have criminal record;
- Successful completion of a full university studies attested by a degree in a relevant field, where the normal duration of university education in the country awarded is 4 years or more (e.g. master's degree);
- After having obtained the university degree, a minimum of 5 years of relevant and proven full-time professional experience in the private and/or public sector;
- Be physically fit to perform the duties relating to the post; such physical fitness should be attested by a medical certificate.

5. Essential Knowledge, Skills and Abilities:

- Fluency in English and Armenian languages (oral and written);
- Experience in positions requiring excellent analytical and organisational skills, with a service-minded and project-oriented approach;
- Attention to detail;
- A self-starter. To have a strong sense of initiative, responsibility and autonomy;
- To focus on priorities, to monitor and evaluate procedures and processes;
- To deliver work on time and to agreed standards, even under pressure;
- Ability to build productive and cooperative working relationships with other staff members in a diverse environment;
- To have a strong sense of confidentiality and discretion in dealing with Mission-related matters;
- Experienced user of Microsoft Office (MS Word, Excel, Power Point, Access etc.) and databases;
- To have integrity, and the ability to adhere to EU fundamental values and standards;
- Excellent listening and communication skills;
- Good self-management and organisational skills with an ability to plan and prioritise.

6. Desirable Qualifications and Experience:

- Professional experience in an international organisation working with people from diverse backgrounds;
- Professional qualification in administration management;
- Experience of using data for preparing reports;
- Experience in providing clear and concise oral and written communication.

Position Reference	Position Title	
ARAL 03	Interpreter / Translator	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff / Head of Mission Office	Yerevan	II

1. Reporting Line

The Interpreter / Translator reports to the Deputy Head of Mission / Chief of Staff.

2. Main Tasks and Responsibilities:

- To serve as official verbatim interpreter by providing simultaneous and consecutive interpretation from Armenian and or Russian into English and vice versa;
- To provide simultaneous and consecutive oral interpretation during meetings, official visits and functions involving international and local counterparts.
- To provide professional editing and accurate written translation of official correspondence, reports, legal texts, background papers and other mission documentation.
- To perform administrative duties, to establish and maintain a proper archiving/filing system for translations and other documents;
- To support the HoM, DHoM/CoS during official engagements with Armenian, international and cross-border counterparts by bridging language and communication barriers.
- To translate documents and interpret communications required for the Mission's liaison with Armenian authorities and international organizations.
- To assist the HoM and DHoM/CoS Office by proofreading and ensuring the linguistic quality, tone and accuracy of out-going translated correspondence and publications.
- To perform other specialized linguistic, translation, and interpretation duties as required by the HoM and DHoM/CoS;
- To maintain the highest levels of confidentiality when dealing with all Mission or other obtained information.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities 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, Experience and Eligibility Criteria:

- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Enjoy full civil rights and do not have criminal record;
- Successful completion of a full university studies attested by a degree in a relevant field, where the normal duration of university education in the country awarded is 3 years or more (e.g. bachelor's degree);

- After having fulfilled the education requirements, a minimum of 3 years of relevant and proven full-time professional experience in interpreting and translating between Armenian, Russian and English, and in linguistic-related matters;
- Be physically fit to perform the duties relating to the post; such physical fitness should be attested by a medical certificate.

5. Essential Knowledge, Skills and Abilities:

- Fluency in English, Armenian and Russian languages (oral and written);
- Experience in positions requiring excellent analytical and organisational skills, with a service-minded and project-oriented approach;
- Experience providing clear and concise oral and written communication.
- Experience in positions requiring excellent analytical and organisational skills, with a service-minded and project-oriented approach;
- Attention to detail;
- A self-starter. To have a strong sense of initiative, responsibility and autonomy;
- To focus on priorities, to monitor and evaluate procedures and processes;
- To deliver work on time and to agreed standards, even under pressure;
- Ability to build productive and cooperative working relationships with other staff members in a diverse environment;
- To have a strong sense of confidentiality and discretion in dealing with Mission-related matters;
- Experienced user of Microsoft Office (MS Word, Excel, Power Point, Access etc.) and databases;
- To have integrity, and the ability to adhere to EU fundamental values and standards;
- Excellent listening and communication skills;
- Good self-management and organisational skills with an ability to plan and prioritise.

6. Desirable Qualifications and Experience:

- Professional experience in an international organisation working with people from diverse backgrounds;
- Professional qualification in any of the fields of Translation and Interpretation, Literature, or related-linguistic areas, or in Political Science

Position Reference	Position Title	
ARAL 04	Public Communication and Political Officer	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff / Head of Mission Office	Yerevan	II

1. Reporting Line

Public Communication and Political Officer reports to the Deputy Head of Mission / Chief of Staff.

2. Main Tasks and Responsibilities:

- To closely follow the on-going political developments in relation to regional conflict and domestic policy issues and provide regular written and oral updates;
- To provide in-depth analysis of regional and domestic developments and prepare input to the Political Adviser / Press and Public Information Officer and other staff members on a systematic basis;
- To keep the Political Adviser / Press and Public Information Officer updated on internal and external developments relevant for the work of the Office;
- To support Chief of Staff Office in all its media-relation work, including but not exclusively: regular contacts with journalists, reply to media queries, drafting of press releases, organisation of media briefings and interviews, maintaining updated media lists, etc.
- To support Chief of Staff Office in the outreach activities toward the European Union Partnership Mission in Armenia (EUPM) key audiences. This includes designing, preparing and disseminating/posting information products such as leaflets, social media and web copy, multimedia content and social media video, infographics, etc.
- To regularly prepare content, and to post on the Mission's social media accounts and website approved content;
- To assist in organizing press briefs, contacts and visits and help the Chief of Staff Office present EUPM to the media through translation and representation;
- To provide support to the Political Adviser / Press and Public Information Officer in liaising with representatives of think-tanks, civil society, government institutions and international organisations;
- To provide translation and interpretation for the Political Adviser / Press and Public Information Officer and, if needed, other staff within the Department;
- To support the Political Adviser / Press and Public Information Officer in organisational, administrative and secretarial tasks.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities 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, Experience and Eligibility Criteria:

- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Enjoy full civil rights and do not have criminal record;
- Successful completion of a full university studies attested by a degree in a relevant field, where the normal duration of university education in the country awarded is 3 years or more (e.g. bachelor's degree);
- After having obtained the university degree, a minimum of 3 years of relevant and proven full-time professional experience in the private and/or public sector;
- Be physically fit to perform the duties relating to the post; such physical fitness should be attested by a medical certificate.

5. Essential Knowledge, Skills and Abilities:

- Professional fluency in English and Armenian. T.
- Experience in positions requiring excellent analytical and organisational skills, with a service-minded and project-oriented approach;
- Attention to detail;
- To deliver work on time and to agreed standards, even under pressure;
- Ability to build productive and cooperative working relationships with other staff members in a diverse environment;
- To have a strong sense of confidentiality and discretion in dealing with Mission-related matters;
- Experienced user of Microsoft Office (MS Word, Excel, Power Point, Access etc.) and databases;
- To have integrity, and the ability to adhere to EU fundamental values and standards;
- Excellent listening and communication skills;
- Good self-management and organisational skills with an ability to plan and prioritise.

6. Desirable Qualifications and Experience:

- Professional experience in an international organisation working with people from diverse backgrounds;
- Professional qualification in any of the fields of
- A university degree in International Relations, Political Science, Public Communications or a related field
- Experience in providing clear and concise oral and written communication

Position Reference	Position Title	
ARAL 05	Project Officer (with IT experience)	
Department/Unit	Location	Post Group (Local Staff)
Planning, Reporting & Evaluation Section / Project Cell	Yerevan	II

1. Reporting Line

The Project Officer reports to the Head of Planning, Reporting and Evaluation

2. Main Tasks and Responsibilities:

- To assist the Project Manager on the development, implementation, monitoring and evaluation of projects, specifically in the field of IT (software and hardware);
- To ensure timely progress and final reports on projects implemented by the European Union Partnership Mission in Armenia (EUPM);
- To contribute to the maintenance of the Mission's project's database and archiving system;
- To coordinate the registration of the Mission's projects with the relevant Armenian authorities and assist the Project Manager in the process of drafting donation agreements;
- To assist the Project Manager in the development and preparation of project proposals, budgets, procurement documentation and agreements;
- While maintaining the administrative responsibilities of the Project Manager, to centralize and to streamline administrative management and support to projects;
- To identify and to anticipate from the administration perspective in a timely manner potential risks and issues specific to projects delivery forecast, and advise mitigating measures to the project teams;
- To translate projects related documents from English to Armenian language and vice-versa;
- To handle information with confidentiality and discretion.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities 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, Experience and Eligibility Criteria:

- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Enjoy full civil rights and do not have criminal record;
- Successful completion of a full university studies attested by a degree in a relevant field, where the normal duration of university education in the country awarded is 3 years or more (e.g. bachelor's degree);
- After having obtained the university degree, a minimum of 3 years of relevant and proven

- full-time professional experience in the private and/or public sector;
- Be physically fit to perform the duties relating to the post; such physical fitness should be attested by a medical certificate.

5. Essential Knowledge, Skills and Abilities:

- Fluency in English and Armenian languages (oral and written);
- Professional experience in the field of IT
- Experience in positions requiring excellent analytical and organisational skills, with a service-minded and project-oriented approach;
- Attention to detail;
- A self-starter. To have a strong sense of initiative, responsibility and autonomy;
- To focus on priorities, to monitor and evaluate procedures and processes;
- To deliver work on time and to agreed standards, even under pressure;
- Ability to build productive and cooperative working relationships with other staff members in a diverse environment;
- To have a strong sense of confidentiality and discretion in dealing with Mission-related matters;
- Experienced user of Microsoft Office (MS Word, Excel, Power Point, Access etc.) and databases;
- To have integrity, and the ability to adhere to EU fundamental values and standards;
- Excellent listening and communication skills;
- Good self-management and organisational skills with an ability to plan and prioritise.

6. Desirable Qualifications and Experience:

- Professional experience in an international organisation working with people from diverse backgrounds;
- Professional qualification in Project Management;
- Experience of using data for preparing reports;
- Experience in providing clear and concise oral and written communication.

7. Desirable Knowledge, Skills and Abilities:

- Working knowledge of Russian Language.

Position Reference	Position Title	
ARAL 06	Project Officer	
Department/Unit	Location	Post Group (Local Staff)
Planning, Reporting & Evaluation Section / Project Cell	Yerevan	II

1. Reporting Line

The Project Officer reports to the Head of Planning, Reporting and Evaluation

2. Main Tasks and Responsibilities:

- To assist the Project Manager on the development, implementation, monitoring and evaluation of projects;
- To ensure timely progress and final reports on projects implemented by the European Union Partnership Mission in Armenia (EUPM);
- To contribute to the maintenance of the Mission's project's database and archiving system;
- To coordinate the registration of the Mission's projects with the relevant Armenian authorities and assist the Project Manager in the process of drafting donation agreements;
- To assist the Project Manager in the development and preparation of project proposals, budgets, procurement documentation and agreements;
- While maintaining the administrative responsibilities of the Project Manager, to centralize and to streamline administrative management and support to projects;
- To identify and to anticipate from the administration perspective in a timely manner potential risks and issues specific to projects delivery forecast, and advise mitigating measures to the project teams;
- To translate projects related documents from English to Armenian language and vice-versa as assigned;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of Gender equality and Human Rights aspects in the execution of tasks;
- To handle information with confidentiality and discretion.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities 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, Experience and Eligibility Criteria:

- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;

- Enjoy full civil rights and do not have criminal record;
- Successful completion of a full university studies attested by a degree in a relevant field, where the normal duration of university education in the country awarded is 3 years or more (e.g. bachelor's degree);
- After having obtained the university degree, a minimum of 3 years of relevant and proven full-time professional experience in the private and/or public sector;
- Be physically fit to perform the duties relating to the post; such physical fitness should be attested by a medical certificate.

5. Essential Knowledge, Skills and Abilities:

- Fluency in English and Armenian languages (oral and written);
- Experience in positions requiring excellent analytical and organisational skills, with a service-minded and project-oriented approach;
- Attention to detail;
- A self-starter. To have a strong sense of initiative, responsibility and autonomy;
- To focus on priorities, to monitor and evaluate procedures and processes;
- To deliver work on time and to agreed standards, even under pressure;
- Ability to build productive and cooperative working relationships with other staff members in a diverse environment;
- To have a strong sense of confidentiality and discretion in dealing with Mission-related matters;
- Experienced user of Microsoft Office (MS Word, Excel, Power Point, Access etc.) and databases;
- To have integrity, and the ability to adhere to EU fundamental values and standards;
- Excellent listening and communication skills;
- Good self-management and organisational skills with an ability to plan and prioritise.

6. Desirable Qualifications and Experience:

- Professional experience in an international organisation working with people from diverse backgrounds;
- Professional qualification in Project Management;
- Experience of using data for preparing reports;
- Experience in providing clear and concise oral and written communication

7. Desirable Knowledge, Skills and Abilities:

- Working knowledge of Russian Language.

Position Reference	Position Title	
ARAL 07	Executive Officer to the Head of Operations	
Department/Unit	Location	Post Group (Local Staff)
Operations	Yerevan	I

1. Reporting Line

The Executive Officer to the Head of Operations reports to the Head of Operations (HoOPS).

2. Main Tasks and Responsibilities:

- To serve as the primary coordination anchor within the Operations Department in EUPM Armenia;
- To plan, facilitate and execute all aspects of coordination, both internal and external, in close cooperation with members of Operations.
- To support the HoOPS and OPS management ensuring the overall smooth running of the day-to-day office processes and assisting in the daily work, coordinating as necessary with other members of the Mission;
- To support HoOPS and the Operations department in its liaison with the Armenian and international counterparts and to act as Point of Contact for Armenian authorities;
- To provide dedicated administrative support, including preparing reports and other documents, including the translation of such;
- To maintain the calendars, leave, duty and travel plans of Operations department;
- To maintain any correspondence in/out system of filing and retrieval, including allocation of file reference numbers, liaising with the HoM Office;
- To maintain an overview of Operational activities, both current and planned;
- To support the Mission's process of donor coordination, including coordination with Armenian counterparts;
- To schedule appointments and meetings with local counterparts and international organisations as identified;
- To participate in meetings including providing interpretation and administrative support.
- To support the Operations department in preparation of background papers and organising of papers/folders for official trips and meetings;
- To perform other duties as required by HoOPS and to act as a back-up of the other staff members working in OPS.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities 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, Experience and Eligibility Criteria:

- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Enjoy full civil rights and do not have criminal record;
- Successful completion of a full university studies attested by a degree in a relevant field, where the normal duration of university education in the country awarded is 4 years or more (e.g. master's degree);
- After having obtained the university degree, a minimum of 5 years of relevant and proven full-time professional experience in the private and/or public sector;
- Be physically fit to perform the duties relating to the post; such physical fitness should be attested by a medical certificate.

5. Essential Knowledge, Skills and Abilities:

- Fluency in English and Armenian languages (oral and written);
- Experience in positions requiring excellent analytical and organisational skills, with a service-minded and project-oriented approach;
- Attention to detail;
- A self-starter. To have a strong sense of initiative, responsibility and autonomy;
- To focus on priorities, to monitor and evaluate procedures and processes;
- To deliver work on time and to agreed standards, even under pressure;
- Ability to build productive and cooperative working relationships with other staff members in a diverse environment;
- To have a strong sense of confidentiality and discretion in dealing with Mission-related matters;
- Experienced user of Microsoft Office (MS Word, Excel, Power Point, Access etc.) and databases;
- To have integrity, and the ability to adhere to EU fundamental values and standards;
- Excellent listening and communication skills;
- Good self-management and organisational skills with an ability to plan and prioritise.

6. Desirable Qualifications and Experience:

- Professional experience in an international organisation working with people from diverse backgrounds;
- Professional qualification in administration management;
- Experience of using data for preparing reports;
- Experience in providing clear and concise oral and written communication.

Position Reference	Position Title	
ARAL 08	Interpreter / Translator	
Department/Unit	Location	Post Group (Local Staff)
Operations/ Operational Advice and Capacity Building Unit	Yerevan	II

1. Reporting Line

The Interpreter / Translator reports to the Head of Operational Advice and Capacity Building Unit / Senior Operational Adviser.

2. Main Tasks and Responsibilities:

- To serve as official verbatim interpreter by providing simultaneous and consecutive interpretation from Armenian and or Russian into English and vice versa;
- To provide simultaneous and consecutive oral interpretation during meetings, official visits and functions involving international and local counterparts.
- To provide professional editing and accurate written translation of official correspondence, reports, legal texts, background papers and other mission documentation.
- To perform administrative duties, to establish and maintain a proper archiving/filing system for translations and other documents;
- To support OPS management, Advisers and Project Cell during official engagements with Armenian counterparts and international partners by bridging language and communication barriers.
- To translate documents and interpret communications required for the Mission's liaison with Armenian authorities and international organizations.
- To assist the Operations Department by proofreading and ensuring the linguistic quality, tone and accuracy of out-going translated correspondence and publications.
- To perform other specialized linguistic, translation, and interpretation duties as required by OPS management and advisers;
- To actively participate in the coordination of the OPS department supporting the cohesion of OPS activities and mandate implementation, in close collaboration with other mission members.
- To assist in arranging meetings, workshops, seminars etc. with key interlocutors and other relevant stakeholders;
- To maintain the highest levels of confidentiality when dealing with all Mission or other obtained information.
- To accompany OPS in its daily advisory work including duty trips outside Yerevan and Armenia;
- To advise on cultural awareness.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities 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, Experience and Eligibility Criteria:

- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Enjoy full civil rights and do not have criminal record;
- Successful completion of a full university studies attested by a degree in a relevant field, where the normal duration of university education in the country awarded is 3 years or more (e.g. bachelor's degree);
- After having fulfilled the education requirements, a minimum of 3 years of relevant and proven full-time professional experience in interpreting and translating between Armenian, Russian and English, and in linguistic-related matters;
- Be physically fit to perform the duties relating to the post; such physical fitness should be attested by a medical certificate.

5. Essential Knowledge, Skills and Abilities:

- Fluency in English, Armenian and Russian languages (oral and written);
- Experience in translation or interpretation;
- Experience providing clear and concise oral and written communication.
- Experience in positions requiring excellent analytical and organisational skills, with a service-minded and project-oriented approach;
- Attention to detail;
- A self-starter. To have a strong sense of initiative, responsibility and autonomy;
- To focus on priorities, to monitor and evaluate procedures and processes;
- To deliver work on time and to agreed standards, even under pressure;
- Ability to build productive and cooperative working relationships with other staff members in a diverse environment;
- To have a strong sense of confidentiality and discretion in dealing with Mission-related matters;
- Experienced user of Microsoft Office (MS Word, Excel, Power Point, Access etc.) and databases;
- To have integrity, and the ability to adhere to EU fundamental values and standards;
- Excellent listening and communication skills;
- Good self-management and organisational skills with an ability to plan and prioritise.

6. Desirable Qualifications and Experience:

- Professional experience in an international organisation working with people from diverse backgrounds;
- Professional qualification in any of the fields of Translation and Interpretation, Literature, or related-linguistic areas, or in Political Science

Position Reference	Position Title	
ARAL 09	Liaison Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/ Operational Advice and Capacity Building Unit	Yerevan	I

1. Reporting Line

The Liaison Officer reports to the Head of Operational Advice and Capacity Building Unit / Senior Operational Adviser.

2. Main Tasks and Responsibilities:

- To establish and maintain contact and relations with relevant Armenia counterparts in order to support and promote the implementation of the mandate, in close cooperation with other mission members, especially the international advisers
- To support OPS management and advisers in creating and maintaining an overview and understanding of the decision-making structures and related components within stakeholders;
- To actively participate in the coordination of the OPS department supporting the cohesion of OPS activities and mandate implementation, in close collaboration with other mission members.
- To assist in arranging meetings, workshops, seminars etc. with key interlocutors and other relevant stakeholders;
- To translate of all types of texts e.g. training manuals, laws, presentations, letters, reports etc. from English to Armenian and vice-versa;
- To interpret in liaison or consecutive mode from English to Armenian and vice-versa;
- To accompany mission staff in their daily advisory work including duty trips outside Yerevan and/or Armenia;
- To assist in the preparation of text for translation, including obtaining relevant reference materials;
- To maintain good working knowledge of specific and technical fields and related terminology;
- To maintain good knowledge of the Mission and its mandate;
- To proofread outsourced documents and check mission texts and other deliverables / work to assure high quality and accuracy;
- To maintain the highest levels of confidentiality when dealing with all Mission or other obtained information.
- To advise on cultural awareness.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities 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, Experience and Eligibility Criteria:

- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Enjoy full civil rights and do not have criminal record;
- Successful completion of a full university studies attested by a degree in a relevant field, where the normal duration of university education in the country awarded is 4 years or more (e.g. master's degree);
- After having obtained the university degree, a minimum of 5 years of relevant and proven full-time professional experience in the private and/or public sector;
- Be physically fit to perform the duties relating to the post; such physical fitness should be attested by a medical certificate.

5. Essential Knowledge, Skills and Abilities:

- Fluency in English and Armenian languages (oral and written);
- Experience in positions requiring excellent analytical and organisational skills, with a service-minded and project-oriented approach;
- Attention to detail;
- A self-starter. To have a strong sense of initiative, responsibility and autonomy;
- To focus on priorities, to monitor and evaluate procedures and processes;
- To deliver work on time and to agreed standards, even under pressure;
- Ability to build productive and cooperative working relationships with other staff members in a diverse environment;
- To have a strong sense of confidentiality and discretion in dealing with Mission-related matters;
- Experienced user of Microsoft Office (MS Word, Excel, Power Point, Access etc.) and databases;
- To have integrity, and the ability to adhere to EU fundamental values and standards;
- Excellent listening and communication skills;
- Good self-management and organisational skills with an ability to plan and prioritise.

6. Desirable Qualifications and Experience:

- Professional experience in an international organisation working with people from diverse backgrounds;
- Experience of using data for preparing reports;
- Experience in providing clear and concise oral and written communication.

7. Desirable Knowledge, Skills and Abilities:

- Working knowledge of Russian Language.

Position Reference	Position Title	
ARAL 10	Interpreter / Translator	
Department/Unit	Location	Post Group (Local Staff)
Operations / Strategic Advisory Unit	Yerevan	II

1. Reporting Line

The Interpreter / Translator reports to Head of Strategic Advisory Unit / Senior Strategic Adviser.

2. Main Tasks and Responsibilities:

- To serve as official verbatim interpreter by providing simultaneous and consecutive interpretation from Armenian and or Russian into English and vice versa;
- To provide simultaneous and consecutive oral interpretation during meetings, official visits and functions involving international and local counterparts.
- To provide professional editing and accurate written translation of official correspondence, reports, legal texts, background papers and other mission documentation.
- To perform administrative duties, to establish and maintain a proper archiving/filing system for translations and other documents;
- To support OPS management, Advisers and Project Cell during official engagements with Armenian counterparts and international partners by bridging language and communication barriers.
- To translate documents and interpret communications required for the Mission's liaison with Armenian authorities and international organizations.
- To assist the Operations Department by drafting texts, including meeting minutes, and other writing or administrative tasks.
- To assist the Operations Department by proofreading and ensuring the linguistic quality, tone and accuracy of out-going translated correspondence and publications.
- To perform other specialized linguistic, translation, and interpretation duties as required by OPS management and advisers;
- To actively participate in the coordination of the OPS department supporting the cohesion of OPS activities and mandate implementation, in close collaboration with other mission members.
- To assist in arranging meetings, workshops, seminars etc. with key interlocutors and other relevant stakeholders;
- To maintain the highest levels of confidentiality when dealing with all Mission or other obtained information.
- To accompany OPS in its daily advisory work including duty trips outside Yerevan and Armenia;
- To advise on cultural awareness.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities 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, Experience and Eligibility Criteria:

- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Enjoy full civil rights and do not have criminal record;
- Successful completion of a full university studies attested by a degree in a relevant field, where the normal duration of university education in the country awarded is 3 years or more (e.g. bachelor's degree);
- After having fulfilled the education requirements, a minimum of 3 years of relevant and proven full-time professional experience in interpreting and translating between Armenian, Russian and English, and in linguistic-related matters;
- Be physically fit to perform the duties relating to the post; such physical fitness should be attested by a medical certificate.

5. Essential Knowledge, Skills and Abilities:

- Fluency in English, Armenian and Russian languages (oral and written);
- Experience in translation or interpretation;
- Experience providing clear and concise oral and written communication.
- Experience in positions requiring excellent analytical and organisational skills, with a service-minded and project-oriented approach;
- Attention to detail;
- A self-starter. To have a strong sense of initiative, responsibility and autonomy;
- To focus on priorities, to monitor and evaluate procedures and processes;
- To deliver work on time and to agreed standards, even under pressure;
- Ability to build productive and cooperative working relationships with other staff members in a diverse environment;
- To have a strong sense of confidentiality and discretion in dealing with Mission-related matters;
- Experienced user of Microsoft Office (MS Word, Excel, Power Point, Access etc.) and databases;
- To have integrity, and the ability to adhere to EU fundamental values and standards;
- Excellent listening and communication skills;
- Good self-management and organisational skills with an ability to plan and prioritise.

6. Desirable Qualifications and Experience:

- Professional experience in an international organisation working with people from diverse backgrounds;
- Professional qualification in any of the fields of Translation and Interpretation, Literature, or related-linguistic areas, or in Political Science

Position Reference	Position Title	
ARAL 11	Liaison Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations / Strategic Advisory Unit	Yerevan	I

1. Reporting Line

The Liaison Officer reports to the Head of Strategic Advisory Unit / Senior Strategic Adviser.

2. Main Tasks and Responsibilities:

- To establish and maintain contact and relations with relevant Armenia counterparts to support and promote the implementation of the mandate, in close cooperation with other mission members, especially the international advisers
- To support OPS management and advisers in creating and maintaining an overview and understanding of the decision-making structures and related components within stakeholders;
- To support OPS management and advisers in maintaining an overview and understanding of the relevant events and developments in Armenia as related to the thematic areas of the Mission
- To actively participate in the coordination of the OPS department supporting the cohesion of OPS activities and mandate implementation, in close collaboration with other mission members.
- To assist in arranging meetings, workshops, seminars etc. with key interlocutors and other relevant stakeholders;
- To draft or translate of all types of texts e.g. training manuals, laws, presentations, letters, reports etc. from English to Armenian and vice-versa;
- To interpret in liaison or consecutive mode from English to Armenian and vice-versa;
- To accompany mission staff in its daily advisory work including duty trips outside Yerevan and Armenia;
- To assist in the preparation of text for translation, including obtaining relevant reference materials;
- To maintain good working knowledge of specific and technical fields and related terminology;
- To maintain good knowledge of the Mission and its mandate;
- To proofread outsourced documents and check mission texts and other deliverables / work to assure high quality and accuracy;
- To maintain the highest levels of confidentiality when dealing with all Mission or other obtained information;
- To advise on cultural awareness.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities 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, Experience and Eligibility Criteria:

- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Enjoy full civil rights and do not have criminal record;
- Successful completion of a full university studies attested by a degree in a relevant field, where the normal duration of university education in the country awarded is 4 years or more (e.g. master's degree);
- After having obtained the university degree, a minimum of 5 years of relevant and proven full-time professional experience in the private and/or public sector;
- Be physically fit to perform the duties relating to the post; such physical fitness should be attested by a medical certificate.

5. Essential Knowledge, Skills and Abilities:

- Excellent knowledge of Armenian government and society, particularly as relating to the thematic areas of the Mission;
- Excellent knowledge of and experience with strategic planning, policy development, legislative drafting or analysis in these areas as relating to the thematic areas of the mission;
- Fluency in English and Armenian languages (oral and written);
- Experience in positions requiring excellent analytical and organisational skills, with a service-minded and project-oriented approach;
- Attention to detail;
- A self-starter. To have a strong sense of initiative, responsibility and autonomy;
- To focus on priorities, to monitor and evaluate procedures and processes;
- To deliver work on time and to agreed standards, even under pressure;
- Ability to build productive and cooperative working relationships with other staff members in a diverse environment;
- To have a strong sense of confidentiality and discretion in dealing with Mission-related matters;
- Experienced user of Microsoft Office (MS Word, Excel, Power Point, Access etc.) and databases;
- To have integrity, and the ability to adhere to EU fundamental values and standards;
- Excellent listening and communication skills;
- Good self-management and organisational skills with an ability to plan and prioritise.

6. Desirable Qualifications and Experience:

- Professional experience in an international organisation working with people from diverse backgrounds;
- Experience of using data for preparing reports;
- Experience in providing clear and concise oral and written communication.

7. Desirable Knowledge, Skills and Abilities:

- Working knowledge of Russian Language.

Position Reference	Position Title	
ARAL 12	Administrative Officer to Mission Support Department	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department	Yerevan	II

1. Reporting Line

Administrative Officer to Mission Support Department reports to the Head of Mission Support and Verification (HoMSD).

2. Main Tasks and Responsibilities:

- To assist the HoMSD with the daily running of the department;
- To coordinate MSD document management;
- To collect, classify, file and store all official incoming, outgoing and internal unclassified MSD documents according to the Mission Filing Plan and the relevant Standard Operating Procedures;
- To carry out office duties, to draft correspondence and to maintain filing systems, to file documents and to record data in the appropriate database, spreadsheets and data-related files;
- To assist in the preparation of administrative reports;
- To arrange, provide technical support and to document meetings,;
- To support MSD project managers in drafting technical specifications, terms of reference and other related procurement document.
- To support MSD project managers in contract management, including follow up on FWCs status, processing of invoices, update of databases, etc.
- To support the HoMSD in the implementation of the financial verification process.
- To support HoMSD and other MSD units in the drafting and review of the SOPs related to the department.
-

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities 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, Experience and Eligibility Criteria:

- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Enjoy full civil rights and do not have criminal record;

- Successful completion of a full university studies attested by a degree in a relevant field, where the normal duration of university education in the country awarded is 3 years or more (e.g. bachelor's degree); education in the field of business administration, finance, law, accounting, or similar is preferable.
- After having obtained the university degree, a minimum of 3 years of relevant and proven full-time professional experience in the private and/or public sector;
- Be physically fit to perform the duties relating to the post; such physical fitness should be attested by a medical certificate.

5. Essential Knowledge, Skills and Abilities:

- Fluency in English and Armenian languages (oral and written);
- Experience in positions requiring excellent analytical and organisational skills, with a service-minded and project-oriented approach;
- Attention to detail;
- A self-starter. To have a strong sense of initiative, responsibility and autonomy;
- To focus on priorities, to monitor and evaluate procedures and processes;
- To deliver work on time and to agreed standards, even under pressure;
- Ability to build productive and cooperative working relationships with other staff members in a diverse environment;
- To have a strong sense of confidentiality and discretion in dealing with Mission-related matters;
- Experienced user of Microsoft Office (MS Word, Excel, Power Point, Access etc.) and databases;
- To have integrity, and the ability to adhere to EU fundamental values and standards;
- Excellent listening and communication skills;
- Good self-management and organisational skills with an ability to plan and prioritise.

6. Desirable Qualifications and Experience:

- Professional experience in an international organisation working with people from diverse backgrounds;
- Professional qualification in administration management;
- Experience of using data for preparing reports;
- Experience in providing clear and concise oral and written communication.

Position Reference	Position Title	
ARAL 13	Finance Officer	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department / Finance	Yerevan	II

1. Reporting Line

Finance Officer reports to the Head of Mission Support and Verification.

2. Main Tasks and Responsibilities:

- To support the Finance section by reviewing the completeness and accuracy of payments' supporting documentation;
- Proper archiving of supporting documents related to financial transactions;
- To verify the implementation of the EUPM Armenia travel policy and guidelines applicable to the processing and reimbursement of mission expense claims; including the accuracy and completeness of mission expense claim forms for official duty travel of EUPM Armenia staff;
- To assist in maintaining the accounting operations of the Mission, ensuring the accuracy and integrity of financial records;
- To encode the accounting entries in the ERP of various financial transactions on a daily basis;
- To manage the petty cash, if required, including disbursements and timely clearance;
- To maintain financial records in accordance with the generally accepted accounting principles;
- To prepare the financial accounts, including month-end bank and petty cash reconciliation;
- To be responsible for the internal process of reviewing validation of expenditure and budgetary commitments, safekeeping of petty cash, and recovery of amounts established as being receivable;
- To monitor the execution of annual budget, ensuring that expenditure remains within authorized levels;
- To provide advice on the interpretation and implementation of financial procedures;
- To translate finance related documents from Armenian, if necessary;
- To assist in the preparation of intermediary external audit engagements;
- To liaise and coordinate on issues of financial nature with local authorities and banks, as required;
- To handle information with confidentiality and discretion.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities 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, Experience and Eligibility Criteria:

- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Enjoy full civil rights and do not have criminal record;
- Successful completion of a full university studies attested by a degree in a relevant field, where the normal duration of university education in the country awarded is 3 years or more (e.g. bachelor's degree);
- After having obtained the university degree, a minimum of 3 years of proven full-time professional experience in Finance, Accountancy or Book-Keeping or any other relevant field in the private and/or public sector;
- Be physically fit to perform the duties relating to the post; such physical fitness should be attested by a medical certificate.

5. Essential Knowledge, Skills and Abilities:

- Fluency in English and Armenian languages (oral and written);
- Experience in positions requiring analytical and organizational skills, with a service and project-oriented approach;
- Excellent knowledge and experience with Microsoft office (MS Word, Excel, Power Point), and databases;
- Professional qualification in any of the fields of Audit, Economics, Finance, Accounting, Banking and Insurance.
- Experience in using data for preparing reports;
- Experience in monitoring and evaluating procedures and processes;
- Possess a pro-active and solution-oriented attitude. To have a strong sense of initiative, responsibility and autonomy;
- Excellent analytical and organisational skills, with a service and project-orientated approach;
- To deliver work on time and to agreed standards, even under pressure;
- Excellent communication skills to work with people at all levels within the organization, and with people in other organisations;
- To have a strong sense of confidentiality and discretion in dealing with Mission-related matters;
- Ability to write and communicate in a clear and concise manner;
- Ability to work accurately, and to have precise attention to detail;
- Ability to remain calm whilst working in a busy, sometimes stressful environment;
- Ability to adhere to EU fundamental values and standards.

6. Desirable Qualifications and Experience:

- Professional experience in an international organisation working with people from diverse backgrounds;
- Professional qualification in any of the fields of Audit, Economics, Finance, Accounting, Banking and Insurance.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the EU Financial Regulation and other financial and procurement rules applicable to CSDP missions;
- Knowledge of Russian language (oral and written);

Position Reference	Position Title	
ARAL 14	Logistics Officer	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department / Logistics	Yerevan	II

1. Reporting Line

Logistics Officer reports to the Head of Mission Support and Verification.

2. Main Tasks and Responsibilities:

- To coordinate low-value procurement approved for petty cash and direct invoice payment;
- To conduct local market research for supply, services and works;
- To liaise and negotiate with local vendors regarding proposals and information for the purchase of equipment, materials and services;
- To obtain all necessary financial documentation to support purchases;
- To prepare narrative and technical specification inputs for tenders, specifying required quantities, type and quality;
- To provide assistance on office moves, reallocations and general distribution of Logistics general supplies;
- To assist with written and verbal purchasing negotiations;
- To assist Logistics Staff, if requested;
- To work on scheduling, administrative processing, data research and entry of Logistics staff;
- To maintain personal attendance sheets for Logistics staff;
- To maintain Logistics related databases and have experience with inventory management software;
- To draft Logistics related correspondences (internal and external to business awarded vendors);
- To participate in technical evaluations and post-tender preparations as well as contract management;
- To translate logistics-related documents from local languages to English and vice versa;
- To deal with information with confidentiality and discretion.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities 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, Experience and Eligibility Criteria:

- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Enjoy full civil rights and do not have criminal record;
- Successful completion of a full university studies attested by a degree in a relevant field,

where the normal duration of university education in the country awarded is 3 years or more (e.g. bachelor's degree);

- After having obtained the university degree, a minimum of 3 years of relevant and proven full-time professional experience in the private and/or public sector;
- Be physically fit to perform the duties relating to the post; such physical fitness should be attested by a medical certificate;
- To be in possession of valid category B driving license.

5. Essential Knowledge, Skills and Abilities:

- Fluency in English and Armenian languages (oral and written);
- Experience in positions requiring analytical and organizational skills, with a service and project-oriented approach;
- Excellent knowledge and experience with Microsoft office (MS Word, Excel, Power Point), and databases;
- Experience in using data for preparing reports;
- Experience in monitoring and evaluating procedures and processes;
- Possess a pro-active and solution-oriented attitude. To have a strong sense of initiative, responsibility and autonomy;
- Excellent analytical and organisational skills, with a service and project-orientated approach;
- To deliver work on time and to agreed standards, even under pressure;
- Excellent communication skills to work with people at all levels within the organization, and with people in other organisations;
- To have a strong sense of confidentiality and discretion in dealing with Mission-related matters;
- Ability to write and communicate in a clear and concise manner;
- Ability to work accurately, and to have precise attention to detail;
- Ability to remain calm whilst working in a busy, sometimes stressful environment;
- Ability to adhere to EU fundamental values and standards.

6. Desirable Qualifications and Experience:

- Professional experience in an international organisation working with people from diverse backgrounds;
- Professional qualification in Administration Management;
- To be in possession of valid category B driving license.

Position Reference	Position Title	
ARAL 15	Procurement Officer	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department / Procurement	Yerevan	II

1. Reporting Line

Procurement Officer reports to the Head of Mission Support and Verification.

2. Main Tasks and Responsibilities:

- To provide a wide range of administrative and executive support to the Procurement section with the ability to perform these tasks independently or with little supervision, in line with Standard Operating Procedures;
- To support the Project Managers during Market Surveys;
- To support written and verbal translations to procurement staff;
- To advise Project Managers on basic Procurement Rules and Procedures, in order to ensure compliance with Standard Operating Procedures;
- To prepare and draft procurement documentation related to Procurement Procedures (including Tender Dossiers and Evaluation/Negotiation Reports);
- To keep track, register and archive all documentation generated at all stages of the Procurement process and of the contract implementation;
- To follow workflows and approvals in ERP system.
- To maintain good order in the Procurement Unit physical archives, ensure recordkeeping;
- To be part of formal Procurement Evaluation Committees, including the drafting in English of the relevant documentation as detailed in the PRAG annexes;
- Case officer for low to medium value procedures;
- To carry out admin and secretarial tasks for international procurement staff.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities 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, Experience and Eligibility Criteria:

- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Enjoy full civil rights and do not have criminal record;
- Successful completion of a full university studies attested by a degree in a relevant field,

where the normal duration of university education in the country awarded is 3 years or more (e.g. bachelor's degree);

- After having obtained the university degree, a minimum of 3 years of relevant and proven full-time professional experience in the private and/or public sector;
- Be physically fit to perform the duties relating to the post; such physical fitness should be attested by a medical certificate.

5. Essential Knowledge, Skills and Abilities:

- Fluency in English and Armenian languages (oral and written);
- Experience in positions requiring analytical and organizational skills, with a service and project-oriented approach;
- Excellent knowledge and experience with Microsoft office (MS Word, Excel, Power Point), and databases;
- Experience in using data for preparing reports;
- Experience in monitoring and evaluating procedures and processes;
- Possess a pro-active and solution-oriented attitude. To have a strong sense of initiative, responsibility and autonomy;
- Excellent analytical and organisational skills, with a service and project-orientated approach;
- To deliver work on time and to agreed standards, even under pressure;
- Excellent communication skills to work with people at all levels within the organization, and with people in other organisations;
- To have a strong sense of confidentiality and discretion in dealing with Mission-related matters;
- Ability to write and communicate in a clear and concise manner;
- Ability to work accurately, and to have precise attention to detail;
- Ability to remain calm whilst working in a busy, sometimes stressful environment;
- Ability to adhere to EU fundamental values and standards.

6. Desirable Qualifications and Experience:

- Professional experience in an international organisation working with people from diverse backgrounds;
- Professional qualification in Administration Management.

Position Reference	Position Title	
ARAL 16	CIS Officer	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department / CIS	Yerevan	II

1. Reporting Line

The Communications and Information Systems (CIS) Officer reports to the Head of Mission Support and Verification (HoMSD).

2. Main Tasks and Responsibilities:

- To assist in the development, implementation, administration and maintenance of all network systems and services;
- To assist in the testing, installation, configuration, operation, management and maintenance of all LAN/WAN/VPN hardware, software and services, and prepare them for use, in accordance with CIS standards and SOPs;
- To assist in the development and implementation of Network and IT systems security measures;
- To monitor, troubleshoot and fix IT Infrastructure issues timely; Provide on-line and on-site assistance with problems related to IT infrastructure;
- To liaise with the ISP on various issues including Internet, telephone, and billing;
- To maintain regular contact with various suppliers, ensuring appropriate services and supplies are delivered on time to the CIS;
To maintain all CIS contracts, invoices, due payments and deadlines; .to inform the CIS Officer/HoMSD of possible delays or irregularities and act for proper resolution as directed;
- To act as Helpdesk Operator and perform basic Active Directory Management using dedicated software tools;
- To maintain filing system, file and archive documents, recorded data/documents in the appropriate database, spread-sheets and all data-related files;
- To assist in the technical requirements gathering, planning, procurement, commissioning, upgrades, maintenance and support of the CIS services and their components;
- To write/update technical documentation (including User Guides);
- To provide periodic reports of executed tasks and status of ongoing project to his/her supervisors and give recommendations where needed;
- To ensure that the Mission's IT assets are used optimally and efficiently and make recommendations as required.
- To undertake small to medium-sized IT projects as instructed by the CIS
- To handle information with confidentiality and discretion.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities 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, Experience and Eligibility Criteria:

- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Enjoy full civil rights and do not have criminal record;
- Successful completion of a full university studies attested by a degree in a relevant field, where the normal duration of university education in the country awarded is 3 years or more (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.
- After having obtained the university degree, a minimum of 3 years of relevant and proven full-time professional experience in the private and/or public sector;
- Be physically fit to perform the duties relating to the post; such physical fitness should be attested by a medical certificate.

5. Essential Knowledge, Skills and Abilities:

- Professional fluency in English and Armenian languages, both oral and written;
- Knowledge of computer systems and wired/wireless network technologies e.g. LANs, MANs, WANs and VPNs;
- Knowledge of virtualisation and how to manage relevant services and products;
- Knowledge of Microsoft 365 technologies (i.e. Azure Active Directory, Microsoft Intune);
- Technical skills and hands-on experience in troubleshooting hardware, software and network connectivity issues;
- Good understanding of Windows Active Directory domain services;
- Experience in monitoring and evaluating procedures and processes;
- Possess a pro-active and solution-oriented attitude. To have a strong sense of initiative, responsibility and autonomy;
- To deliver work on time and to agreed standards, even under pressure;
- To have a strong sense of confidentiality and discretion in dealing with Mission-related matters;
- Ability to work accurately, and to have precise attention to detail;
- Ability to remain calm whilst working in a busy, sometimes stressful environment;
- Ability to adhere to EU fundamental values and standards.

6. Desirable Qualifications and Experience:

- Professional experience in an international organisation working with people from diverse backgrounds.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of hardware performance and specifications;
- Knowledge of security aspects of Microsoft 365 (MS Defender products);
- Knowledge of principles of digital radio communication.

Position Reference	Position Title	
ARAL 17	Transport Assistant / Driver	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department / Logistics	Yerevan	III

1. Reporting Line

The Transport Assistant / Driver reports to the Head of Mission Support and Verification.

2. Main Tasks and Responsibilities:

- To execute service routines and repairs for vehicles, weekly checks, cleaning, and corresponding reports;
- To assist in the efficient implementation and control of contracts relating to acquisition and maintenance/services, including car insurance issues;
- To perform general driving duties, involving light vehicles and mini vans;
- To be responsible for the routine upholding of the EUPM-owned or rented vehicle fleet by checking assigned vehicles on a regular basis;
- To plan the external regular maintenance services to vehicles;
- To produce reports concerning vehicle maintenance and damages;
- To recovery the vehicles and to conduct the damage reports in case of accidents;
- To participate in the transport management system which incorporates controls of mileage, fuel consumption, damages to the vehicles, road accidents and insurance coverage;
- To assist in coordination and supervision of storage, allocation and distribution, consumption and assessment of future needs as concerns fuel, vehicles and related equipment;
- To assist in the planning, analysis, design, programming and implementation of all aspects of fleet management, servicing, repairs and transportation needs of the Mission in cooperation and coordination with the other members of the team;
- To provide advice and support on vehicle and transport-related matters;
- To propose/recommend changes and improvements;
- To ensures accuracy and comprehensive policies and guidelines for the vehicles and transportation aspects;
- To ensure that all relevant safety procedures are adhered to prior, during, and after repair of vehicles and fitting replacement parts;
- To deal with information with confidentiality and discretion.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities 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, Experience and Eligibility Criteria:

- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Enjoy full civil rights and do not have criminal record;
- Successful completion of a minimum level of Upper Secondary Education attested by a graduation diploma;
- After fulfilment of educational requirements, a minimum of 3 years of relevant and proven full-time professional experience in the private and/or public sector;
- Be physically fit to perform the duties relating to the post; such physical fitness should be attested by a medical certificate;
- Category B driving license and a clear driving record.

5. Essential Knowledge, Skills and Abilities:

- Professional fluency in English and Armenian languages, both oral and written;
- Outstanding knowledge of Yerevan area and good geographical knowledge of Armenia;
- Solid mechanical skills on vehicles;
- Flexibility in the execution of tasks and ability to work independently.
- Ability to perform under stress and in difficult circumstances;
- Excellent administration and organizational skills;
- Ability to adhere to EU fundamental values and standards.

6. Desirable Qualifications and Experience:

- Professional experience in an international organisation working with people from diverse backgrounds.

Position Reference	Position Title	
ARAL 18	Security & Health Administrative Officer	
Department/Unit	Location	Post Group (Local Staff)
Security & Health Office	Yerevan	II

1. Reporting Line

The Security & Health Administrative Officer reports to the Head of Security and Health.

2. Main Tasks and Responsibilities:

- To assist the Head of Security and Health in daily management of departmental activities;
- To assist in the conduct of regular fire drills, communication tests and evacuation exercises;
- To assist in maintaining public security and order inside EUPM premises;
- To monitor the record of visitors inside EUPM premises;
- To monitor the CCTV camera records located in/around EUPM premises;
- To co-operate closely on security issues with other international organizations and national law enforcement agencies;
- To assist in coordinating medical support arrangements;
- To support the organisation of medical evacuations and health-related contingencies under the supervisor's guidance;
- To produce reports to the Line Manager on all incidents affecting mission staff, and initiate necessarily follow up as directed;
- To support in procurement, contract management and logistic related issues of Security & Health Office;
- To provide general administrative support to the security department;
- To take actions to protect mission staff, property and operations while contribute mission's full operation throughout the country;
- To contribute to procurement follow-up for departmental needs;
- To ensure that the Head of Security and Health is fully aware of any contractual issues.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities 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, Experience and Eligibility Criteria:

- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;

- Enjoy full civil rights and do not have criminal record;
- Successful completion of a full university studies attested by a degree in a relevant field, where the normal duration of university education in the country awarded is 3 years or more (e.g. bachelor's degree);
- After having obtained the university degree, a minimum of 3 years of relevant and proven full-time professional experience in the private and/or public sector;
- Be physically fit to perform the duties relating to the post; such physical fitness should be attested by a medical certificate.

5. Essential Knowledge, Skills and Abilities:

- Fluency in English and Armenian languages (oral and written);
- Experience in positions requiring excellent analytical and organisational skills, with a service-minded and project-oriented approach;
- Attention to detail;
- A self-starter. To have a strong sense of initiative, responsibility and autonomy;
- To focus on priorities, to monitor and evaluate procedures and processes;
- To deliver work on time and to agreed standards, even under pressure;
- Ability to build productive and cooperative working relationships with other staff members in a diverse environment;
- To have a strong sense of confidentiality and discretion in dealing with Mission-related matters;
- Experienced user of Microsoft Office (MS Word, Excel, Power Point, Access etc.) and databases;
- To have integrity, and the ability to adhere to EU fundamental values and standards;
- Excellent listening and communication skills;
- Good self-management and organisational skills with an ability to plan and prioritise.

6. Desirable Qualifications and Experience:

- Professional experience in an international organisation working with people from diverse backgrounds;
- Experience of using data for preparing reports;
- Experience in providing clear and concise oral and written communication.

Position Reference	Position Title	
ARAL 19	Human Resources Officer	
Department/Unit	Location	Post Group (Local Staff)
Human Resources Office	Yerevan	II

1. Reporting Line

Human Resources Officer reports to the Head of Human Resources.

2. Main Tasks and Responsibilities:

- To carry out all human resources related tasks and assignments, in co-ordination with the Human Resources Officers;
- To assist in the staff recruitment, selection and deployment process;
- To assist in the payroll preparation and adjustment, ensuring the timely collection, verification and processing of payroll related documentation;
- To administer staff benefits, allowances, and entitlements, ensuring accurate calculation and integration into the monthly payroll system;
- To generate comprehensive payroll reports, reconciliations, and financial statements for management review and audit compliance;
- To maintain duty rosters and human resources database as appropriate, insert data and make requested queries related to her/his assignment, updating and spreading personnel lists;
- To maintain human resources filing systems (file documents and recorded data in appropriate database, spreadsheets and all data related files) and managing supporting documentation;
- To perform administrative and secretarial duties, draft memos, employment letters, and other requested documents, filling up forms and scanning documents;
- To provide advice, guidance and support to staff on personnel administration related matters;
- To coordinate communication with local authorities and agencies, Insurance Companies and other counterparts;
- To translate human resources related documents from local languages to English and vice versa;
- To perform spoken translation during meetings, take notes/minutes;
- To deal with information with confidentiality and discretion.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities 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, Experience and Eligibility Criteria:

- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Enjoy full civil rights and do not have criminal record;
- Successful completion of a full university studies attested by a degree in a relevant field, where the normal duration of university education in the country awarded is 3 years or more (e.g. bachelor's degree);
- After having obtained the university degree, a minimum of 3 years of relevant and proven full-time professional experience in the private and/or public sector;
- Be physically fit to perform the duties relating to the post; such physical fitness should be attested by a medical certificate.

5. Essential Knowledge, Skills and Abilities:

- Fluency in English and Armenian languages (oral and written);
- Experience in positions requiring excellent analytical and organisational skills, with a service-minded and project-oriented approach;
- Attention to detail;
- A self-starter. To have a strong sense of initiative, responsibility and autonomy;
- To focus on priorities, to monitor and evaluate procedures and processes;
- To deliver work on time and to agreed standards, even under pressure;
- Ability to build productive and cooperative working relationships with other staff members in a diverse environment;
- To have a strong sense of confidentiality and discretion in dealing with Mission-related matters;
- Experienced user of Microsoft Office (MS Word, Excel, Power Point, Access etc.) and databases;
- To have integrity, and the ability to adhere to EU fundamental values and standards;
- Excellent listening and communication skills;
- Good self-management and organisational skills with an ability to plan and prioritise.

6. Desirable Qualifications and Experience:

- Professional experience in an international organisation working with people from diverse backgrounds;
- Professional qualification in Human Resources or administration management;
- Experience of using data for preparing reports;
- Experience in providing clear and concise oral and written communication.

European Union Partnership Mission in Armenia EUPM Armenia

Application Form for 2026 Call for Applications

1. NOMINATION DETAILS

Please note that you are allowed to apply for a maximum of three posts. Kindly indicate your preferences below, in your order of priority:

Post N°/title (specify the vacancy reference number of the position you are apply for)

Post N°/title (specify the vacancy reference number of the position you are apply for)

Post N°/title (specify the vacancy reference number of the position you are apply for)

2. PERSONAL DATA

First name		Last name	
Birth date (dd/mm/yyyy)		Country of birth	
ID N°		Gender	Male [] Female []
Country of nationality		Other nationality/ies	
Driving licence category/ies			

3. CONTACT DETAILS

Contact details (1)		Home address & Current address []
Street:		Postal Code:
Town/city:	County/state/province:	Country:
Telephone N°:	Mobile N°:	E-mail address:

4. EDUCATION AND PROFESSIONAL TRAINING (in reverse chronological order, you may add rows if needed)

University education or equivalent			Attended (dd/mm/yyyy)	
Name institution/university, place and country	Degrees/qualifications obtained (Title of qualification awarded)	Main course/field of study	From:	To:
Secondary education and/or formal vocational education/training			Attended (dd/mm/yyyy)	
Name institution / university, place and country	Degrees/qualifications obtained (Title of qualification awarded)	Main course/field of study	From:	To:

5. EMPLOYMENT RECORD (in reverse chronological order, you may add rows if needed)

Current/most recent position			Current position: [] Yes, [] No	
Organisation	Place and country	Job title	Date (dd/mm/yyyy)	
			From:	To:
Description of tasks and responsibilities:				
Supervisor's name:		E-mail:	Phone N°:	
Previous position (1) (only positions longer than 6 months)				
Organisation	Place and country	Job title	Date (dd/mm/yyyy)	
			From:	To:
Description of tasks and responsibilities:				

Supervisor's name:		E-mail:		Phone N°:
Previous position (2) (only positions longer than 6 months)				
Organisation	Place and country	Job title	Date (dd/mm/yyyy)	
			From:	To:
Description of tasks and responsibilities:				
Supervisor's name:		E-mail:		Phone N°:
Previous position (3) (only positions longer than 6 months)				
Organisation	Place and country	Job title	Date (dd/mm/yyyy)	
			From:	To:
Description of tasks and responsibilities:				
Supervisor's name:		E-mail:		Phone N°:
Previous position (4) (only positions longer than 6 months)				
Organisation	Place and country	Job title	Date (dd/mm/yyyy)	
			From:	To:
Description of tasks and responsibilities:				
Supervisor's name:		E-mail:		Phone N°:
Previous position (5) (only positions longer than 6 months)				
Organisation	Place and country	Job title	Date (dd/mm/yyyy)	
			From:	To:
Description of tasks and responsibilities:				

Supervisor's name:		E-mail:		Phone N°:
Previous position (6) (only positions longer than 6 months)				
Organisation	Place and country	Job title	Date (dd/mm/yyyy)	
			From:	To:
Description of tasks and responsibilities:				
Supervisor's name:		E-mail:		Phone N°:
Other previous positions and positions shorter than 6 months (you may add rows if needed)				
Organisation	Place and country	Job title	Date (dd/mm/yyyy)	
			From:	To:

6. LANGUAGE SKILLS

Languages (European level*)		Native language:		
Other languages	Speak	Write	Read	Understand

C1, C2 = Proficient; B1, B2 = Independent User; A1, A2 = Basic User

(*) Common European Framework of References for Languages

Computer skills					
Word processor		Web browsing		Presentations	
Spreadsheets		Financial software		Project management	

C = Proficient User; B = Independent User; A = Basic User; N/A

8. MOTIVATION AND ADDITIONAL INFORMATION

Please explain the reasons for your application, covering your profile and particular interest in this position. Add any other information that might be relevant to your application, including any skills, knowledge and experience.

9. FINAL QUESTIONS

Please read and answer carefully all questions		
How quickly would you be available for deployment in case of a job offer?		
Do you agree the Mission to make enquires about your educational and professional background?		☐ Yes, ☐ No
Are any close family members of yours, to the best of your knowledge, applying to this Call for Contributions or has already been working in the Mission?		☐ Yes, ☐ No
If you responded “Yes” to the previous question, please provide details		
Have you ever been convicted in any criminal proceeding?		☐ Yes, ☐ No
Has any disciplinary sanction ever been imposed on you?		☐ Yes, ☐ No
If you responded “Yes” to any of the previous questions, please provide details		
By submitting this application form, I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on the Application Form will result in the application being void and will result in termination or dismissal from the mission		I agree: ☐ Yes, ☐ No
Place	Date	Signature (typed full name is sufficient)

If selected, you will be requested to supply documentary evidence which supports the statements you made above. Do not, however, send any documentary evidence until you have been asked to do so.

Please note that recruitment of couples and family members in the Mission is possible, provided that they will act independently in their area of work, i.e. they do not work in a direct hierarchical relationship; do not work in the same unit; do not have close professional relationship/significant impact on each other's area of work.

With reference to the Call for Applications, please be reminded that physical and mental health are general conditions and considered as essential requirement of the selection to all positions of the Mission. Candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance.

If you are selected, before receiving the final job offer, you will be required to certify being medically fit for the specific post. This entails complying with medical procedure that includes health check and might include, for certain positions, a mandatory psychological assessment and drug screening. Only selected candidate proven to be medically fit to work in the Mission will receive a final job offer. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data.