**19 June 2025**

**Tbilisi, Georgia**

# **EUROPEAN UNION MONITORING MISSION IN GEORGIA**

**POST VACANCY ADVERTISEMENT**

**(Ref: EUMM/HRS/NAT/2025/005)**

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| **Organizational Unit:** | **EUMM Georgia, Mission Headquarters** |
| **Appointment Date:** | **As soon as possible** |
| **Number of Vacancies:** | **Web and Database Developer (GEL AC 07c, 10b)** |
| **Deadline for applications:** | **10 July 2025, 17:00** |
| **Process:** | Please send the [Application Form](http://eumm.eu/data/file_db/applications/Application%20Form%20-%20National%20Applicants_21_dec_2012.doc) in English to EUMM, for the attention of Human Resources Office by e-mail to the e-mail account [Human.Resources@eumm.eu](mailto:Human.Resources@eumm.eu).  Applications will **only** be considered on the standard Application Form in MS Word-format and indicating the position the candidate is applying for.  Only applicants meeting the **minimum** eligibility criteria will be considered: successful completion of university studies of at least 4 years attested by a diploma and after having fulfilled the education requirements, a minimum of 5 years of relevant and proven full-time professional experience in the fields of the private and/or public sector.  It is not required at this stage to send copies of qualifications, previous employment contracts, etc.  Applicants will be shortlisted based on their professional qualifications and experience. Those whose qualifications and experience best meet the eligibility criteria will be invited for interview.  Only applicants who are under serious consideration will be contacted. Please do not make any phone calls regarding the job conditions, personal/individual situations, or the selection outcome.  At the end of the selection process, all applicants will receive notification of selection or non-selection.  EUMM Georgia processes personal data pursuant to Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in accordance with the CivOpsCdr instruction 12-2018 and its subsequent amendment(s) on the SOP on the Protection of personal data for CSDP Missions by the CSDP Missions.  The Privacy statement is available on the EUMM Georgia website <https://eumm.eu/en/useful-links/privacy-statements>. |
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| **Function:** | **Web and Database Developer** |
| **Salary Level:** | **As per the EU rules for the Locally Employed Staff of the European Commission Delegation in Georgia.** |
| **Job Description** | 1. **Reporting Line**  * The Web and Database Developer reports to the Head of Communication and Information Systems (HoCIS).   **2. Main Tasks and Responsibilities**   * To design, plan and write well-structured, testable, efficient code by using web development best practices, maintain and develop EUMM website and Intranet system and other online applications, ensuring cross-browser compatibility of new features and modules; * To integrate data from various back-end web services and databases; * To identify system deficiencies and security flaws and implement solutions in coordination with the Team Leader; * To work with stakeholders to gather and refine specifications and requirements based on technical needs, develop modules and new features under the supervision and guidance of software developer Team Leader; * To create and maintain up-to-date software documentation as required, for existing and new modules and features; * To assist EUMM users with Intranet, website, and other web applications, be able to make presentations, user manuals, high-level/low-level technical documentation; * To adjust and maintain online tools, keeping them up-to-date, with focus on security and functional requirements; * To collaborate with stakeholders and the software development team to realize visual design intent; * To stay plugged into emerging technologies and industry trends and apply them to operations and activities; * To undertake any other related tasks as requested by the Line Manager.  1. **Essential Qualifications and Experience**  * Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Master’s degree. The qualification should be in any of the fields of Information Technology or Technical Specialization in IT Engineering, IT or any other related field; AND * After having fulfilled the education requirements, a minimum of 5 years of relevant and proven full-time professional experience in the private and/or public sector; * Enjoy full civil rights and do not have a criminal record; * Physical fitness to perform the duties relating to the post. Such physical fitness should be attested by a medical certificate.   **4. Essential Knowledge, Skills and Abilities**   * Fluency in English and good knowledge of the Georgian languages (oral and written); * Good knowledge of Windows and Linux operating systems; * Knowledge of sub-versioning under Linux; * Proficiency in the following web-oriented languages: HTML, XML, PHP, JavaScript, CSS; * Proficiency in designing, programming and integrating MySQL or other relational databases into online web pages; * Experience in positions requiring excellent analytical and organizational skills, with a service-minded and project-oriented approach; * A self-starter. To have a strong sense of initiative and responsibility; * To focus on priorities, to monitor and evaluate procedures and processes; * To deliver work on time and to agreed standards, even under pressure; * Strong service-minded approach, willingness to help others, and a project-oriented approach; * To build productive and cooperative working relationships with other staff members, with a focus on collaboration; * To have a strong sense of confidentiality and discretion in dealing with Mission-related matters; * To have integrity, and the ability to adhere to EU fundamental values and standards.   **5. Desirable Qualifications and Experience**   * Professional experience in an international organization.   **6. Desirable Knowledge, Skills and Abilities**   * Knowledge of Russian language (oral and written); * Knowledge of cloud infrastructure and services; * Valid B category driving license.   Note: This is a contracted position (Function Group I), governed by General service conditions of Local Staff employed by EUMM Georgia, serving in Georgia.  **Gross Salary: 8,514 GEL** per month or higher, depending on the relevant and proven past professional experience of the successful candidate acquired after fulfilment of educational requirements of the post. |

**Jacinda Hogan**

**Head of Human Resources**