



## European Union Advisory Mission for Civilian Security Sector Reform in Ukraine

<b>Organisation:</b>	<b>European Union Advisory Mission in Ukraine</b>			
<b>Job Locations:</b>	<b>Kyiv, Kharkiv, Lviv</b>			
<b>Availability:</b>	<b>As indicated below</b>			
<b>Staff Regime:</b>	<b>As indicated below</b>			
<b>Job Titles/ Vacancy notice</b>	<b>Ref.</b>	<b>Title of the post</b>	<b>Location</b>	<b>Available on</b>
	<b><u>Locally Contracted (33)*</u></b>			
	UALC 37	Coordination and Cooperation Officer/Liaison	Kyiv	ASAP
	UALC 54	Administration/Media Officer	Kyiv	ASAP
	UALO 02	Adviser to the Head of Operations	Kyiv	ASAP
	UALO 07	Administrative Officer	Kyiv	ASAP
	UALO 12	Human Resources Development Officer	Kyiv	ASAP
	UALO 16	Human Rights Training Officer	Kyiv	ASAP
	UALO 44	Community Policing Officer	Kyiv	ASAP
	UALO 45 UALO 46 UALO 47	Community Policing Training Officer (3 <i>positions</i> )	Kyiv	ASAP
	UALO 49 UALO 50	Public Order Training Officer (2 <i>positions</i> )	Kyiv	ASAP
	UALO 73 UALO 74	Prosecutorial Reform Officer (2 <i>positions</i> )	Kyiv	ASAP
	UALO 75	Legal Reform Officer	Kyiv	ASAP
	UALO 78 UALO 80	Special Policing Officer (2 <i>positions</i> )	Kyiv	ASAP
	UALO 81	Prosecution, Financial and Organised Crime Officer	Kyiv	ASAP
	UALO 82 UALO 83	Criminal Investigations Training Officer (2 <i>positions</i> )	Kyiv	ASAP
	UALS 41	CIS Assistant (Administration, Billing and Invoicing)	Kyiv	ASAP
	UALS 44	CIS Technician (Helpdesk & Support)	Kyiv	ASAP
	UALS 63	Logistics Officer	Kyiv	ASAP
	UALS 74	Facilities Management Officer	Kyiv	ASAP
	KHLO 01	Regional Presence Coordination Officer	Kharkiv	ASAP
	KHLO 02	Training Officer	Kharkiv	ASAP
	LVLO 02	Training Officer	Lviv	ASAP
	KHLS 01	Administration Assistant	Kharkiv	ASAP
	LVLS 01	Administration Assistant	Lviv	ASAP

	KHLD 01 KHLD 02	Mission Security Officer (2 positions)	Kharkiv	ASAP
	LVLD 01 LVLD 02	Mission Security Officer (2 positions)	Lviv	ASAP
<b>Deadline for applications:</b>	Monday, <b>28 March 2016 at 09h00 Kyiv time</b>			
<b>E-mail to send the App. Form:</b>	<a href="mailto:vacancies@euam-ukraine.eu">vacancies@euam-ukraine.eu</a>			

*\* Subject to approval of the budget for 2016.*

**Eligibility criteria for all posts (Candidates must meet the following conditions by the deadline of applications):**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service.

**Essential criteria for all posts:**

- Meet other criteria as mentioned in the job description (e.g. educational requirements, previous professional experience, etc).
- Be physically fit to perform the duties relating to the post (such physical fitness should be attested by a medical certificate).

Other specific post-requirements criteria (e.g. knowledge, skills, etc) will be assessed during the selection process.

**Applications will be considered only when using the standard Application Form to be returned in Word-format, and indicating which position(s) the candidate is applying for.**

Only one application per person will be accepted; **max three positions to apply for with priorities specified.**

**Note:** *These are contracted positions, governed by the EUAM Ukraine local staff employment conditions, with an initial contract period to 30<sup>th</sup> November 2016 which includes a 3 month probation period, and renewable, subject to the Mission's mandate extension, performance evaluation, etc.*



## Local staff application procedure

<b>Organizational Unit:</b>	<b>EUAM Ukraine</b>
<b>Appointment Date:</b>	<b>As soon as possible</b>
<b>Deadline for applications:</b>	<b>Monday, <u>28 March 2016 at 09h00 Kyiv time</u></b>
<b>Process:</b>	<p><b>Application forms are to be sent in English to EUAM Ukraine, to the attention of Human Resources Unit by e-mail to the following e-mail account:</b>  <a href="mailto:vacancies@euam-ukraine.eu">vacancies@euam-ukraine.eu</a></p> <p>Applications will be considered <b>only, when using the standard Application Form, returned in Word format, and indicating the position the candidate is applying for.</b></p> <p><b>Only one application per person will be accepted; max three positions to apply for with priorities specified.</b></p> <p>Eligibility criteria is of outmost importance.</p> <p>It is not necessary at this stage to send copies of qualifications, previous employment contracts, etc.</p> <p>The candidates will be shortlisted based on their professional qualifications and those top qualified will be invited for tests and/or interviews.</p> <p>Other specific post-requirements criteria (e.g. knowledge, skills, etc) will be assessed during the selection process.</p> <p>At the end of the selection process, only interviewed applicants will receive selection or non-selection notifications.</p> <p>The EU strives for an improved gender balance in compliance with UN Security Council Resolution 1325. Therefore EUAM Ukraine encourages female candidates to apply for these posts. EUAM Ukraine shall place no restrictions on the eligibility of men and women to participate in any capacity under the conditions of equality.</p>



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALC 37	Coordination and Cooperation Officer/Liaison	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/Planning, Coordination and Cooperation Department	Kyiv	II

The Coordination and Cooperation Officer/Liaison will report to the Senior Coordination and Cooperation Officer of Planning, Coordination and Cooperation (PCC) Department. As part of the Chief of Staff Office, s/he will contribute to the efficient and effective completion of relevant tasks.

#### **Duties and Responsibilities**

The Coordination and Cooperation Officer/Liaison will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Assist the Department with the daily running of Coordination and Cooperation activities;
- Facilitate and coordinate, in a coherent and effective manner, all interaction between the Mission and bi-lateral and multi-lateral actors involved with Ukrainian CSSR with a view to ensuring comprehensive mutual awareness, coordination and cooperation;
- Ensure that robust and resilient mechanisms are in place to ensure that all the activities of the Mission are closely coordinated with all EU and international actors, in particular the EU Delegation in Kyiv with a view to ensuring mutual awareness, avoiding duplication and ensuring a comprehensive approach in the field of civilian security sector reform;
- Support the Ukrainian counterpart in creating / improving coordination mechanisms for reform and donor relations in line with the Mission's mandate and in close cooperation with the Operations component of the Mission.
- Facilitate connecting Ukrainian needs and requests with international donor assistance, seek for donor cooperation, and support in the implementation of technical assistance within the Mission's priorities in close coordination with the Mission's project cell and Operations component.
- Organise meetings and briefings for the EUAM staff as well for other EU instruments, international organisations, local authorities, and NGOs;
- Continuously map and assess the current activities of bilateral and multilateral assistance to the Ukrainian civilian security sector;
- Perform any other task as requested by his/her Line Manager.

#### **Qualifications and experience**

##### **Eligibility criteria:**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;

- Successful completion of a full course of university studies attested by a Master's degree in Political Science, International Relations, Social Sciences, Linguistics or Diplomacy, where the normal duration in the country awarded is four (4) years or more and attested by a diploma;
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the private and/or public sector, ideally dealing with international organizations, local authorities, and NGOs.

**Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of Office Suite Package;
- Capable of processing large amounts of data and deliver high quality analytical end products under time pressure;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required.

**Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

**Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build and maintain productive and cooperative working relationships with other staff members of EUAM-Ukraine as well as with staff members of EU instruments, international organizations, local authorities, and NGOs;
- Ability to deal helpfully and courteously with people, including outside contacts.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALC 54	Administration/Media Officer	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/Press and Public Information Department	Kyiv	II

The post holder will report to the Head of Press and Public Information Department/Senior Spokesperson in the development and implementation of press and public relations procedures of EUAM and Administrative policies. As part of Press and Public Information (PPI) Department, s/he will contribute to the efficient and effective running of the assigned tasks.

#### **Duties and Responsibilities**

The Administration/Media Officer will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Assist with the daily running of Press and Public Information Department;
- Carry out regular office duties and perform everyday tasks as requested;
- Provide translation of public information content, press releases, briefing notes, minutes, reports and other written materials from English into Ukrainian/Russian and vice-versa;
- Perform interpretation in liaison and consecutive mode from English to Ukrainian or Russian language and vice-versa during meetings, events, presentations and also during possible duty trips;
- Take notes/minutes;
- Monitoring of the Ukrainian media and gathering of relevant news stories to be shared among EUAM staff and other stakeholders;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- Perform administrative and secretarial duties, draft e-mails, memos, letters, faxes and other requested documents as required, including to maintain filing systems;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- Deal with information with confidentiality and discretion;
- Perform any other task as requested by his/her Line Manager.

#### **Qualifications and experience**

##### **Eligibility criteria's:**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a degree in Journalism, Politics, Philology, International relations or a closely related field of study, where the normal duration of university education in the country awarded is three (3) years or more;
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the private and/or public sector.

**Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian.
- Good knowledge and experience of Office Suite Package;
- Excellent understanding of the political and social national and international environment;
- Good understanding of the Ukrainian media landscape, social and cultural environment;
- Experience in positions requiring excellent drafting, analytical and organizational skills, with a service- and project-oriented approach;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure.

**Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

**Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 02	Adviser to the Head of Operations	
Department/Unit	Location	Post Group (Local Staff)
Operations Department	Kyiv	II

The Adviser to the Head of Operations will report to the Head of Operations (HoOps). As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks and provide appropriate advice to HoOps.

#### Context

The Operational Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

#### Duties and Responsibilities

The Adviser to the Head of Operations will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Assist the Head of Operations with respect to the Operational Department in support of her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines, and in particular from an operational point of view;
- Provide, where appropriate, written and oral advice with respect to the Operational Department to the HoOps on matters of on-going reforms;
- Perform translations of all types of operational documents, e.g. laws, administrative regulations, presentations, letters, reports etc. from English to Ukrainian language and vice-versa,
- Perform interpretation in liaison and consecutive mode from English to Ukrainian or Russian language and vice-versa, inter alia at operational meetings and mentoring sessions at MoIA level for the international operational members of EUAM as assigned;
- Take notes/minutes for operational matters;
- Collect and analyse operational information contained in communications and publications received from different sources, including the press, in continuation of mission Press and Public Information Department with regards to the respective operational field of reform;
- Draft written analysis, reports and presentations from/with an operational perspective;
- Provide support in developing, planning and organizing operational meetings and events with local authorities, stakeholders and international organisations;
- Perform administrative and secretarial duties, draft e-mails, memos, letters, faxes and other requested documents as required for HoOps, including to maintain filing systems;
- Maintain, develop and file operational documents and recorded data in appropriate database, spreadsheets and all operational data-related files;
- Deal with all information, inter alia, operational information, with confidentiality and discretion;
- Perform any other task as requested by his/her Line Manager.



## **Qualifications and experience**

### **Eligibility criteria's:**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a degree in Public Administration, Political Science, International Relations, Law, Social Sciences, Diplomacy or a closely related field of study, where the normal duration of university education in the country awarded is three (3) years or more;
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the private and/or public sector.

### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of Office Suite Package;
- Sound knowledge of UA government structures and governance processes in the context of Civilian Security Sector Reform;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector, would be a significant advantage.
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required.

### **Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

### **Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 07	Administrative Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department	Kyiv	II

The Administrative Officer will report to the Senior Adviser to the Head of National Police. As part of the Operations Department, s/he will contribute to the efficient and effective running of relevant tasks.

#### **Duties and Responsibilities**

The Administrative Officer will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Assist his/her Line Manager with the daily duties;
- Collect and analyse information contained in communications and publications received from different sources, including the press;
- Draft written analysis, reports and presentations;
- Perform simultaneous and consecutive translations/interpretations from English to Ukrainian and/or Russian language and vice-versa, inter alia at formal and informal meetings for the international staff members of EUAM as assigned;
- Translate written documents from Ukrainian, Russian and English languages and vice versa;
- Arrange appointments, meetings with local authorities, stakeholders and international organisations and draft itineraries;
- Provide support in organizing, planning and developing meetings and events on central and local levels;
- Perform spoken interpretation during meetings;
- Take notes/minutes;
- Perform administrative and secretarial duties, draft e-mails, memos, letters, faxes and other requested documents;
- Carry out office duties and maintain filing systems;
- Assist and support his/her Line Manager in the coordination and implementation of projects and trainings;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- Provide support and liaise with EUAM's local contractors and stakeholders;
- Perform work in a potentially challenging environment (inside and outside office);
- Deal with information on the highest level of confidentiality and discretion;
- Perform any other task as requested by his/her Line Manager.

#### **Qualifications and experience**

##### **Eligibility criteria's:**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;

- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a degree in Public Administration, Political Science, International Relations, Law, Social Sciences, Diplomacy or a closely related field of study, where the normal duration of university education in the country awarded is three (3) years or more;
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the private and/or public sector.

**Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of Office Suite Package;
- Willingness to travel to all places in Ukraine, as required;
- Ability to work long hours with no limitations in light of irregular working hours;
- Experience in positions requiring organizational skills, with a service and project oriented approach;
- Experience of data analysis for preparing reports;
- Experience in compiling reports;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required.

**Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

**Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 12	Human Resources Development Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Strategic Civilian SSR Component	Kyiv	II

The post holder will report to the Lead Adviser on Human Resources Management in support of the Strategic Civilian SSR Component. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks.

#### Context

The Operational Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

#### Duties and Responsibilities

The Human Resources Development Officer will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Assist the Lead Adviser on Human Resources Management in support of her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Performs translations of all types of documents, e.g. laws, administrative regulations, presentations, letters, reports etc. from English to Ukrainian language and vice-versa;
- Perform interpretation in liaison and consecutive mode from English to Ukrainian or Russian language and vice-versa, inter alia at meetings and mentoring sessions for the international members of EUAM as assigned;
- Take notes/minutes;
- To assist in the development of curricula for human resources and deliver training;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of mission Press and Public Information Department with regards to the respective field of reform;
- Draft written analysis, reports and presentations;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- Perform administrative and secretarial duties, draft e-mails, memos, letters, faxes and other requested documents as required, including to maintain filing systems;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- Deal with information with confidentiality and discretion;
- Assist and support the Line Manager in the coordination of projects;
- Perform any other task as requested by his/her Line Manager.

## **Qualifications and experience**

### **Eligibility criteria's:**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a degree in Public Administration, Political Science, International Relations, Law, Social Sciences, Diplomacy or a closely related field of study where the normal duration of university education in the country awarded is three (3) years or more;
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the private and/or public sector.

### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of Office Suite Package;
- Sound knowledge in Human Resources-related areas;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector, would be a significant advantage.
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required.

### **Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

### **Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 16	Human Rights Training Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Strategic Civilian SSR Component	Kyiv	II

The post holder will report to the Human Rights and Gender Adviser/Trainer in support of the Strategic Civilian SSR Component. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks.

#### Context

The Operational Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

#### Duties and Responsibilities

The Human Rights Training Officer will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Assist the Human Rights and Gender Adviser/Trainer in support of her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Performs translations of all types of documents, e.g. laws, administrative regulations, presentations, letters, reports etc. from English to Ukrainian language and vice-versa;
- Perform interpretation in liaison and consecutive mode from English to Ukrainian or Russian language and vice-versa, inter alia at meetings and mentoring sessions for the international members of EUAM as assigned;
- Take notes/minutes;
- To assist in the development of curricula for human rights and deliver training;
- To support in developing and implementing in-service trainings;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of mission Press and Public Information Department with regards to the respective field of reform;
- Draft written analysis, reports and presentations;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- Perform administrative and secretarial duties, draft e-mails, memos, letters, faxes and other requested documents as required, including to maintain filing systems;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- Deal with information with confidentiality and discretion;
- Assist and support the Line Manager in the coordination of projects;
- Perform any other task as requested by his/her Line Manager.

## **Qualifications and experience**

### **Eligibility criteria's:**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a degree in Public Administration, Political Science, International Relations, Law, Social Sciences, Diplomacy, or a closely related field of study, other disciplines related to human rights where the normal duration of university education in the country awarded is three (3) years or more;
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the private and/or public sector.

### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of Office Suite Package;
- Sound knowledge in Human Rights-related areas;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector, would be a significant advantage.
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required.

### **Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

### **Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 44	Community Policing Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Law Enforcement Agencies Component	Kyiv	II

The post holder will report to the Lead Adviser on Community Policing in support of the Law Enforcement Agencies Component. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks.

#### Context

The Operational Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

#### Duties and Responsibilities

The Community Policing Officer will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Assist the Lead Adviser on Community Policing in support of her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Perform translations of all types of documents, e.g. laws, administrative regulations, presentations, letters, reports etc. from English to Ukrainian language and vice-versa,
- Perform interpretation in liaison and consecutive mode from English to Ukrainian or Russian language and vice-versa, inter alia at meetings and mentoring sessions at MoIA level for the international members of EUAM as assigned;
- Take notes/minutes;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of mission Press and Public Information Department with regards to the respective field of reform;
- Draft written analysis, reports and presentations;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- Perform administrative and secretarial duties, draft e-mails, memos, letters, faxes and other requested documents as required, including to maintain filing systems;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- Deal with information with confidentiality and discretion;
- Assist and support the Line Manager in the coordination of projects;
- Perform any other task as requested by his/her Line Manager.

#### Qualifications and experience

##### Eligibility criteria:

- Enjoy full civil rights and do not have criminal record;



- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a degree in Public Administration, Law, Police Science, Political Science, International Relations , Diplomacy or a closely related field of study, where the normal duration of university education in the country awarded is three (3) years or more;
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the private and/or public sector.

**Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of Office Suite Package;
- Sound knowledge in Community Policing-related areas;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector, would be a significant advantage.
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required.

**Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

**Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 45, 46, 47 (3 positions)	Community Policing Training Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department / Law Enforcement Agencies Component	Kyiv	II

The post holder will report to the Lead Adviser on Community Policing in support of the Law Enforcement Agencies Component. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks.

#### Context

The Operational Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

#### Duties and Responsibilities

The Community Policing Training Officer will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Assist the Lead Adviser on Community Policing in support of her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Performs translations of all types of documents, e.g. laws, administrative regulations, presentations, letters, reports etc. from English to Ukrainian language and vice-versa;
- Perform interpretation in liaison and consecutive mode from English to Ukrainian or Russian language and vice-versa, inter alia at meetings and mentoring sessions at MoIA level for the international members of EUAM as assigned;
- Take notes/minutes;
- To assist in the development of curricula for community policing and deliver training;
- To support in developing and implementing in-service trainings;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of mission Press and Public Information Department with regards to the respective field of reform;
- Draft written analysis, reports and presentations;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- Perform administrative and secretarial duties, draft e-mails, memos, letters, faxes and other requested documents as required, including to maintain filing systems;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- Deal with information with confidentiality and discretion;
- Assist and support the Line Manager in the coordination of projects;
- Perform any other task as requested by his/her Line Manager.

## **Qualifications and experience**

### **Eligibility criteria's:**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a degree in Public Administration, Law, Police Science, Political Science, International Relations, Social Sciences, Diplomacy or a closely related field of study, where the normal duration of university education in the country awarded is three (3) years or more;
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the private and/or public sector.

### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of Office Suite Package;
- Sound knowledge in Community Policing-related areas;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector, would be a significant advantage.
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required.

### **Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

### **Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 49, 50 (2 positions)	Public Order Training Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department / Law Enforcement Agencies Component	Kyiv	II

The post holder will report to the designated Public Order Adviser/Trainer in support of the Law Enforcement Agencies Component. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks.

#### Context

The Operational Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

#### Duties and Responsibilities

The Public Order Training Officer will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Assist the Public Order Adviser/Trainer in support of her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Performs translations of all types of documents, e.g. laws, administrative regulations, presentations, letters, reports etc. from English to Ukrainian language and vice-versa;
- Perform interpretation in liaison and consecutive mode from English to Ukrainian or Russian language and vice-versa, inter alia at meetings and mentoring sessions at MoIA level for the international members of EUAM as assigned;
- Take notes/minutes;
- To assist in the development of curricula for public order and deliver training;
- To support in developing and implementing in-service trainings;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of mission Press and Public Information Department with regards to the respective field of reform;
- Draft written analysis, reports and presentations;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- Perform administrative and secretarial duties, draft e-mails, memos, letters, faxes and other requested documents as required, including to maintain filing systems;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- Deal with information with confidentiality and discretion;
- Assist and support the Line Manager in the coordination of projects;
- Perform any other task as requested by his/her Line Manager.

## **Qualifications and experience**

### **Eligibility criteria's:**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a degree in Public Administration, Law, Police Science, Political Science, International Relations, Social Sciences, Diplomacy or a closely related field of study, where the normal duration of university education in the country awarded is three (3) years or more;
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the private and/or public sector.

### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of Office Suite Package;
- Sound knowledge in Public order-related areas (public order and riot policing);
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector, would be a significant advantage.
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required.

### **Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

### **Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 73, 74 (2 positions)	Prosecutorial Reform Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Rule of Law Component	Kyiv	II

The post holder will report to the designated Senior Adviser on Prosecution in support of the Rule of Law Component. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks.

#### Context

The Operational Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

#### Duties and Responsibilities

The Prosecutorial Reform Officer will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Ensure continuous systematic follow-up of ongoing legislative initiatives and reforms in the security sector and especially in the field of prosecutorial reform;
- Research and analyse existing legislation and draft laws in the field of security sector and especially in the area of prosecutorial reform;
- Attend meetings with different counterparts and, if necessary, provide interpretation services during such meetings;
- Take notes / minutes from meetings;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of mission Press and Public Information Department with regards to the respective field of reform;
- Draft written analysis, reports and presentations;
- File documents and recorded data in appropriate databases and files;
- Deal with information with confidentiality and discretion;
- Perform any other task as requested by his/her Line Manager.

#### Qualifications and experience

##### Eligibility criteria:

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is three (3) years or more;
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the field of justice, including at least three (3) years experience as a Legal Expert or in a similar position in the private and/or public sector, acquired after graduation;

- Previous professional experience in international and especially European standards and practices in the justice sector is a requirement.

**Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of Office Suite Package;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required.

**Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

**Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 75	Legal Reform Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Rule of Law Component	Kyiv	II

The post holder will report to the designated Senior Adviser on Legal Reform in support of the Rule of Law Component. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks.

#### Context

The Operational Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

#### Duties and Responsibilities

The Legal Reform Officer will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Ensure continuous systematic follow-up of ongoing legislative initiatives and reforms in the security sector and especially in the field of assessing legal reforms;
- Research and analyse existing legislation and draft laws in the field of security sector and especially related to EU and international standards;
- Attend meetings with different counterparts and, if necessary, provide interpretation services during such meetings;
- Take notes / minutes from meetings;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of mission Press and Public Information Department with regards to the respective field of reform;
- Draft written analysis, reports and presentations;
- File documents and recorded data in appropriate databases and files;
- Deal with information with confidentiality and discretion;
- Perform any other task as requested by his/her Line Manager.

#### Qualifications and experience

##### Eligibility criteria's:

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is three (3) years or more;
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience, including at least three (3) years experience as a Legal Expert or in a similar position in the private and/or public sector, acquired after graduation;



- Previous professional experience in the analysis and drafting of legal instruments and legislation is a requirement.

**Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of Office Suite Package;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required.

**Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

**Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 78, 80 (2 positions)	Special Policing Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Rule of Law Component	Kyiv	II

The post holder will report to the Lead Adviser on Criminal Investigations in support of the Rule of Law Component. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks.

#### Context

The Operational Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

#### Duties and Responsibilities

The Special Policing Officer will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Assist the delegated Adviser on Criminal Investigations in support of her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Performs translations of all types of documents, e.g. laws, administrative regulations, presentations, letters, reports etc. from English to Ukrainian language and vice-versa;
- Perform interpretation in liaison and consecutive mode from English to Ukrainian or Russian language and vice-versa, inter alia at meetings and mentoring sessions at MoIA level for the international members of EUAM as assigned;
- Take notes/minutes;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of mission Press and Public Information Department with regards to the respective field of reform;
- Draft written analysis, reports and presentations;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- Perform administrative and secretarial duties, draft e-mails, memos, letters, faxes and other requested documents as required, including to maintain filing systems;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- Deal with information with confidentiality and discretion;
- Assist and support the Line Manager in the coordination of projects;
- Perform any other task as requested by his/her Line Manager.

#### Qualifications and experience

##### Eligibility criteria's:

- Enjoy full civil rights and do not have criminal record;

- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a degree in Public Administration, Law, Police Science, Political Science, International Relations, Diplomacy or a closely related field of study, where the normal duration of university education in the country awarded is three (3) years or more;
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the private and/or public sector.

**Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of Office Suite Package;
- Sound knowledge in Special Policing- and Criminal Investigations-related areas (among others cybercrime, financial crime, counter terrorism, witness protection, forensic identification, etc.)
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector, would be a significant advantage.
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required.

**Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

**Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 81	Prosecution, Financial and Organised Crime Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Rule of Law Component	Kyiv	II

The post holder will report to the designated Senior Adviser on Prosecution in support of the Rule of Law Component. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks.

#### Context

The Operational Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

#### Duties and Responsibilities

The Prosecution, Financial and Organised Crime Officer will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Ensure continuous systematic follow-up of ongoing legislative initiatives and reforms in the security sector and especially in the field of prosecutorial reform;
- Research and analyse existing legislation and draft laws in the field of security sector and especially in the area of prosecutorial reform;
- Attend meetings with different counterparts and, if necessary, provide interpretation services during such meetings;
- Take notes / minutes from meetings;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of mission Press and Public Information Department with regards to the respective field of reform;
- Draft written analysis, reports and presentations;
- File documents and recorded data in appropriate databases and files;
- Deal with information with confidentiality and discretion;
- Perform any other task as requested by his/her Line Manager.

#### Qualifications and experience

##### Eligibility criteria:

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a degree in Law, Business Administration, Economy where the normal duration of university education in the country awarded is three (3) years or more;

- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the field of justice, including at least three (3) years experience as an Expert or in a similar position in the private and/or public sector, acquired after graduation;
- Previous professional experience in international and especially European standards and practices in the justice sector is a requirement.

**Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of Office Suite Package;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required.

**Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

**Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 82, 83 (2 positions)	Criminal Investigations Training Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Rule of Law Component	Kyiv	II

The post holder will report to the designated Criminal Investigation Adviser/Trainer in support of the Rule of Law Component. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks.

#### Context

The Operational Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

#### Duties and Responsibilities

The Criminal Investigation Training Officer will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Assist the designated Criminal Investigation Adviser/Trainer in support of her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Performs translations of all types of documents, e.g. laws, administrative regulations, presentations, letters, reports etc. from English to Ukrainian language and vice-versa;
- Perform interpretation in liaison and consecutive mode from English to Ukrainian or Russian language and vice-versa, inter alia at meetings and mentoring sessions at MoIA level for the international members of EUAM as assigned;
- Take notes/minutes;
- To assist in the development of curricula for criminal investigations and deliver training;
- To support in developing and implementing in-service trainings;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of mission Press and Public Information Department with regards to the respective field of reform;
- Draft written analysis, reports and presentations;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- Perform administrative and secretarial duties, draft e-mails, memos, letters, faxes and other requested documents as required, including to maintain filing systems;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- Deal with information with confidentiality and discretion;
- Assist and support the Line Manager in the coordination of projects;
- Perform any other task as requested by his/her Line Manager.

## **Qualifications and experience**

### **Eligibility criteria's:**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a degree in Public Administration, Law, Police Science, Political Science, International Relations, Social Science, Diplomacy or a closely related field of study, where the normal duration of university education in the country awarded is three (3) years or more;
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the private and/or public sector.

### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of Office Suite Package;
- Sound knowledge in Criminal Investigation-related areas;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector, would be a significant advantage.
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required.

### **Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

### **Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALS 41	CIS Assistant (Administration, Billing and Invoicing)	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/CIS	Kyiv	III

The CIS Assistant (Administration, Billing and Invoicing) reports to the Chief of CIS. As part of the CIS Unit, s/he will contribute to the efficient and effective running of the Unit tasks and the Mission Support Department.

#### **Duties and Responsibilities**

- Maintain the Mission telephone directories (e.g. GSM, Satellite and Landline numbers);
- Establish and maintain efficient cost-recovery procedures for the personal use of EUAM services (e.g. GSM and landline) in accordance with EUAM policies and regulations;
- Process monthly GSM invoices and forward to individual staff members for cost-recovery according to EUAM policies and regulations.
- Liaise with Mission Members and provide guidance on bill-related issues;
- Coordinate with CIS service providers and suppliers on various issues (e.g. SIM cards, administrative queries, invoices, reports, etc.);
- Prepare reports to be submitted to EUAM Finance and/or HR Units, related to cost-recovery.
- Verify delivery and invoices, verify contractual compliance for the supply of goods and provision of services, and prepare invoices for payment;
- Perform any other duties related to his/her assignment.

#### **Qualifications and Experience**

##### **Eligibility criteria:**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of the Secondary Education attested by a Certificate;
- After having obtained the Certificate of Complete Secondary Education, at least three (3) years of proven full time relevant professional experience, in roles with administrative, accounting and financial responsibilities similar to the functions of this post, in the private and/or public sector.

##### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent/or very good communication skills in English, Russian and Ukrainian, ability to write and communicate orally in a clear and concise manner;
- Experience in positions requiring excellent analytical and organizational skills, with a service- and project-oriented approach;
- Good experience of using data for preparing reports;
- Good knowledge about services billing and invoicing, procedures and practices, with a good grasp of administrative issues involved in contract verification;



- Very good computer skills, particularly knowledge of and experience with Microsoft Office suite of products (e.g. Microsoft Word, Excel, and Outlook).

**Additional advantageous assets:**

- Professional experience in an EU and/or international environment;
- Experience of working in an intercultural environment, with respect of diversity.

**Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members,
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Good interpersonal and communication skills, ability to communicate effectively orally and in written;
- Used to work on a multitude of activities at the same time and with limited supervision;
- Ability to work independently and harmoniously with colleagues and as part of a team, with respect to diversity;
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours and still deal helpfully and courteously with all contacts.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALS 44	CIS Technician (Helpdesk & Support)	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/CIS Unit	Kyiv	III

The CIS Technician (Helpdesk & Support) reports to the CIS Officer (IT). As part of the CIS Unit, s/he will contribute to the efficient and effective running of the Unit tasks and the Mission Support Department.

#### **Duties and Responsibilities**

The CIS Technician (Helpdesk & Support) will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Assist in the configuration, operation, technical management and maintenance of all CIS hardware and software;
- Assist in the installation, configuration, administration and maintenance of all CIS software, systems and devices;
- Assist in the implementation of back up policies, safe storage of critical data;
- Assist in analysing, identifying and resolving user problems;
- Ensure a prompt delivery of technical services, help desk support, standardization, preparation and maintenance of applications, diagnosing and resolving reported technical issues;
- Provide support for all CIS related issues, organise repair and replacement of CIS related devices/equipment, ensure the proper functioning of all CIS equipment in his/her area of responsibility;
- Contribute to the support and training for users of various applications/software;
- Assist in the preparation of requisitions for required materials and services within the Mission;
- Monitor the implementation of the guidelines and procedures for CIS support;
- Provide reports of executed tasks and status of CIS support to his/her supervisors and give recommendations where needed;
- Provide telephone, on-line and on-site assistance with problems relating to the use of CIS equipment and software (e.g. e-mail, word processing, spreadsheets, presentation packages, database applications, Internet browsers, workstation operating systems, radios, telephones etc.);
- Configure and install new hosts (e.g. computers, servers, network devices etc.) and hardware (e.g. printers, scanners etc.) in the LAN environment and prepare them for use with server based network services, in accordance with CIS standards and SOPs;
- Ensure that the Mission's CIS assets are used optimally and efficiently and make recommendations as required;
- Deal with information with confidentiality and discretion;
- Perform any other task as requested by his/her Line Manager.

#### **Qualifications and experience**

##### **Eligibility criteria's:**

- Enjoy full civil rights and do not have criminal record;

- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of the Secondary Education attested by a Certificate;
- After having obtained the Certificate of Complete Secondary Education, at least three (3) years of proven full time relevant professional experience in Information and Communication Technology.

**Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Excellent computer skills in Microsoft Office applications (Excel, Word, Power Point, Access).
- Ability to focus on priorities, to monitor and evaluate procedures and processes;
- Ability to deliver work on time and to agreed standards, even under pressure.

**Additional advantageous assets:**

- Knowledge and/or experience with radio and telephone systems;
- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Relevant Microsoft and open source certifications.

**Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members,
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Used to work on a multitude of activities at the same time and with limited supervision;
- Ability to work independently and harmoniously with colleagues and as part of a team, with respect to diversity;
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours and still deal helpfully and courteously with all contacts.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALS 63	Logistics Officer	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/Logistics and Transport Unit	Kyiv	II

The Logistics Officer will report to the Chief Logistics. As part of the Logistics Unit, s/he will contribute to the efficient and effective running of the Logistics Unit tasks and the Mission Support Department.

#### **Duties and Responsibilities**

The Logistics Officer will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Coordinate low value procurement approved for petty cash and direct invoice payment;
- Conduct local market research for supply, services and works;
- Liaise and negotiate with local vendors regarding proposals and information for purchase of equipment, materials and services;
- Obtain all necessary financial documentation to support purchases;
- Prepare narrative and technical specification inputs for tenders, specifying required quantities, type and quality;
- Provide assistance on office moves, reallocations and general distribution of Logistics general supplies;
- Assist with written and verbal purchasing negotiations;
- Assist Logistics Staff, if requested;
- Work on scheduling, administrative processing, data research and entry of Logistics staff;
- Maintain personal attendance sheets for Logistics staff;
- Maintain Logistics related databases and have experience with inventory management software;
- Draft Logistics related correspondences (internal and external to business awarded vendors);
- Participate in technical evaluations and post tender preparations as well contract management;
- Translate logistics related documents from local languages to English and vice versa;
- Deal with information with confidentiality and discretion;
- Perform any other task as requested by his/her Line Manager.

#### **Qualifications and experience**

##### **Eligibility criteria's:**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a degree in Public Administration, Business Administration, Finance, Supply chain or a relevant field, where the normal duration in the country awarded is three (3) years or more and attested by a diploma;
- After having obtained the university degree, at least five (5) years of proven full time relevant professional experience in the private and/or public sector.

**Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Be in possession of driving licenses up to the category B, desirable C;
- Experience in positions requiring excellent analytical and organizational skills, with a service- and project-oriented approach;
- Experience in customs clearance procedures and customs brokers for goods entering Ukraine;
- Very good knowledge and experience of Office Suites;
- Very good experience of using data for preparing reports;
- Ability to focus on priorities, to monitor and evaluate procedures and processes;
- Ability to deliver work on time and to agreed standards, even under pressure.

**Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Professional qualification in Logistics;
- Solid experience of logistical operations (i.e. Transport, Facility Management, Supply or others).

**Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members,
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Used to work on a multitude of activities at the same time and with limited supervision;
- Ability to work independently and harmoniously with colleagues and as part of a team, with respect to diversity;
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours and still deal helpfully and courteously with all contacts.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALS 74	Facilities Management Officer	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/Logistics and Transport Unit	Kyiv	II

The Facilities Management Officer reports to the Building Management Officer, or the designated alternate. As part of the Facilities Management Section, s/he will contribute to the efficient and effective running of the facilities management tasks and the Mission Support Department.

#### **Duties and Responsibilities**

The Facilities Management Officer will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- To assist the Facilities Management Officer with the daily FM tasks;
- To prepare, maintain and manage the calendar of activities and documentation of the Preventive Maintenance Plan;
- To maintain contacts with local external counterparts in order to perform all FM tasks;
- To follow up on all maintenance and cleaning and pest control activities within the mission premises;
- To identify cost saving maintenance initiatives for all mission facilities in Kyiv.
- To coordinate and manage all resources provided to clean and maintain all mission facilities ensuring that safety and hygienic standards are met;
- Translate job related documents from local languages to English and vice versa;
- Deal with information with confidentiality and discretion;
- Perform any other task as requested by his/her Line Manager.

#### **Qualifications and experience**

##### **Eligibility criteria's:**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a degree in in Engineering or closely related field, where the normal duration in the country awarded is three (3) years or more and attested by a diploma;
- After having obtained the university degree, at least five (5) years of proven full time relevant professional experience in the private and/or public sector.

##### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Excellent technical awareness with experience of a broad range of maintenance requirements;
- Good computer skills;
- Good knowledge in Facilities Management duties;

- Demonstrated skills and ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent projects and activities;
- Ability to manage and mentor a technical team by demonstrating leadership;
- Good communication skills including ability to prepare and present Engineering and maintenance operations reports, briefings, updates and other documentation;
- Ability to establish priorities and to plan, coordinate and monitor work plans;
- Ability to develop and operate common database software, spreadsheet, Facility Management applications and complex text documents.
- Teamwork - Good interpersonal skills; ability to lead teamwork sessions; demonstrated ability to develop and maintain effective working relationships with external counterparts in a multi-national environment.

**Additional advantageous assets:**

- Professional experience in an EU and/or International environment;

**Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Have strong negotiating skills;
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Client service orientation.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
KHLO 01	Regional Presence Coordination Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Kharkiv Regional Presence	Kharkiv	II

The Regional Presence Coordination Officer will report to the Regional Presence Coordinator (Kharkiv). As part of the Operations Department, s/he will contribute to the efficient and effective running of relevant tasks.

#### **Duties and Responsibilities**

The Regional Presence Coordination Officer will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Liaise with the Regional Presence Coordinators in order to ensure the communication on Mission policy and guidelines;
- Assist the Regional Presence Coordinator in daily coordination with the Regional Presences;
- Assist and prepare daily briefings with information from the Regional Presences for his/her Line Manager;
- Liaise with the National Analytical Officer to facilitate the coordination of the tasks to be distributed within the Regional Presences;
- Perform analysis, verbal and written translations of all types of documents, e.g. laws, administrative regulations, presentations, letters, reports etc. from English to Ukrainian and/or Russian language and vice-versa,
- Perform simultaneous and consecutive translations/interpretations from English to Ukrainian and/or Russian language and vice-versa, inter alia at formal and informal meetings for the international staff members of EUAM as assigned;
- Take notes/minutes;
- Collect and analyse relevant information contained in communications and publications received from different sources, including all forms of media;
- Draft written analysis, reports and presentations;
- Assist and support his/her Line Manager in the coordination and implementation of projects and trainings;
- Provide support in developing, planning and organising meetings and events with National and International GOs and NGOs on central and local levels;
- Perform administrative and secretarial duties, draft e-mails, memos, letters, faxes and other requested documents as required, utilising the provided filing systems;
- Maintain, develop and file documents and recorded data in appropriate databases, spread sheets and all data-related files;
- Deal with information with confidentiality and discretion;
- Perform any other task as requested by his/her Line Manager.



## **Qualifications and experience**

### **Eligibility criteria's:**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a degree in Political Science, International Relations, Diplomacy, Law, Social Sciences, Public Administration or a closely related field, where the normal duration of university education in the country awarded is three (3) years or more;
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience.

### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of Office Suite Package;
- Excellent grasp of regional dynamics and their effects on Ukraine;
- Willingness to travel to all places in Ukraine as required;
- Ability to work long hours under harsh field conditions with no limitations in light of irregular working hours;
- Experience in positions requiring analytical and organizational skills, with a service and project oriented approach;
- Experience of data analysis for preparing reports.

### **Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Experience in police/public relations and community outreach is desired.

### **Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
KHLO 02	Training Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Kharkiv Regional Presence	Kharkiv	II

The post holder will report to the Regional Presence Coordinator in support of the Kharkiv Regional Presence. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks.

#### Context

The Operational Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

#### Duties and Responsibilities

The Training Officer will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Assist the Regional Presence Coordinator in support of her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Performs translations of all types of documents, e.g. laws, administrative regulations, presentations, letters, reports etc. from English to Ukrainian language and vice-versa;
- Perform interpretation in liaison and consecutive mode from English to Ukrainian or Russian language and vice-versa, inter alia at meetings and mentoring sessions for the international members of EUAM as assigned;
- Take notes/minutes;
- To assist in the development of curricula and deliver training;
- To support in developing and implementing in-service trainings;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of mission Press and Public Information Department with regards to the respective field of reform;
- Draft written analysis, reports and presentations;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- Perform administrative and secretarial duties, draft e-mails, memos, letters, faxes and other requested documents as required, including to maintain filing systems;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- Deal with information with confidentiality and discretion;
- Assist and support the Line Manager in the coordination of projects;
- Perform any other task as requested by his/her Line Manager.

## **Qualifications and experience**

### **Eligibility criteria's:**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a degree in Public Administration, Law, Police Science, Political Science, International Relations, Social Sciences, Diplomacy or a closely related field of study, where the normal duration of university education in the country awarded is three (3) years or more;
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the private and/or public sector.

### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of Office Suite Package;
- Sound knowledge in Police-relate areas (among others general and/or community policing, criminal investigation, public order and riot policing, etc.);
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector, would be a significant advantage;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required.

### **Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

### **Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
LVLO 02	Training Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Lviv Regional Presence	Lviv	II

The post holder will report to the Regional Presence Coordinator in support of the Lviv Regional Presence. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks.

#### Context

The Operational Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

#### Duties and Responsibilities

The Training Officer will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Assist the Regional Presence Coordinator in support of her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Performs translations of all types of documents, e.g. laws, administrative regulations, presentations, letters, reports etc. from English to Ukrainian language and vice-versa;
- Perform interpretation in liaison and consecutive mode from English to Ukrainian or Russian language and vice-versa, inter alia at meetings and mentoring sessions for the international members of EUAM as assigned;
- Take notes/minutes;
- To assist in the development of curricula and deliver training;
- To support in developing and implementing in-service trainings;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of mission Press and Public Information Department with regards to the respective field of reform;
- Draft written analysis, reports and presentations;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- Perform administrative and secretarial duties, draft e-mails, memos, letters, faxes and other requested documents as required, including to maintain filing systems;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- Deal with information with confidentiality and discretion;
- Assist and support the Line Manager in the coordination of projects;
- Perform any other task as requested by his/her Line Manager.

## **Qualifications and experience**

### **Eligibility criteria's:**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a degree in Public Administration, Law, Police Science, Political Science, International Relations, Social Sciences, Diplomacy or a closely related field of study, where the normal duration of university education in the country awarded is three (3) years or more;
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the private and/or public sector.

### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of Office Suite Package;
- Sound knowledge in Police-relate areas (among others general and/or community policing, criminal investigation, public order and riot policing, etc.);
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector, would be a significant advantage;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required.

### **Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

### **Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
KHLS 01	Administration Assistant	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/Kharkiv Regional Presence	Kharkiv	III

The Administration Assistant will report to the Regional Administration Coordinator.

#### **Duties and Responsibilities**

The Administration Assistant will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Assist the Regional Administration Coordinator with the daily support of the EUAM regional presence;
- Translate related documents from local languages to English and vice versa, arrange meetings and schedule appointments;
- Perform translation during meetings, take notes/minutes as appropriate;
- Assist the Regional Administration Coordinator in HR matters, including maintaining the duty rosters;
- Assist the Regional Administration Coordinator in finance related matters, including petty cash/imprest account management and act as imprest account administrator, if needed;
- Coordinate in the Region low value procurement approved for petty cash and direct invoice payments, obtain all necessary financial documentation to support purchases;
- Conduct local market research for supply, services and works, liaise and negotiate with local vendors regarding proposals and information for purchase of equipment, materials and services;
- Provide assistance on office moves, reallocations and general distribution of logistics general supplies;
- Be responsible for organizing and accounting for goods properly in the Region, according to instructions from the line manager, handle mission members requests and issue items in accordance with mission rules and procedures;
- Observe appearances and conditions of premises and equipment, report needed repairs, safety hazards, or conditions requiring outside vendor services;
- Follow up on service routines for vehicles, weekly checks and corresponding reports;
- Assist in the efficient execution of contracts relating to acquisition and maintenance / services contracts, including car insurance issues, produces reports concerning vehicle maintenance and damages;
- Arrange recovery of vehicles and carry out damage reports from the administration point of view in case of accidents;
- Coordinate with MHQ all Communication and Information Systems (CIS) related issues;
- Carry out office duties and maintain filing systems, file documents and recorded data in appropriate database, spreadsheets and all data related files;
- Deal with information with confidentiality and discretion;
- Perform any other task as requested by his/her Line Manager.

## **Qualifications and experience**

### **Eligibility criteria:**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of the Secondary Education attested by a Certificate;
- After having obtained the Certificate of Complete Secondary Education, at least three (3) years of proven relevant professional experience in one or more of the following areas (Administration, Finance, Human resources management, project management, Logistics, Transport or CIS) in the private and/or public sector, especially in positions requiring organizational skills, with a service oriented approach.

### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of MS Office Suite;
- Ability to work on a multitude of activities at the same time and with limited supervision and focus on priorities;
- Ability to deliver work on time and to agreed standards, even under pressure.

### **Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

### **Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- To build productive and cooperative working relationships with other staff members.
- Ability to work independently and harmoniously with colleagues and as part of a team, with respect to diversity;
- Punctuality, commitment to quality, attention to detail, solid work ethics, willingness to work flexible working hours and still deal helpfully and courteously with all contacts.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
LVLS 01	Administration Assistant	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/Lviv Regional Presence	Lviv	III

The Administration Assistant will report to the Regional Administration Coordinator.

#### **Duties and Responsibilities**

The Administration Assistant will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Assist the Regional Administration Coordinator with the daily support of the EUAM regional presence;
- Translate related documents from local languages to English and vice versa, arrange meetings and schedule appointments;
- Perform translation during meetings, take notes/minutes as appropriate;
- Assist the Regional Administration Coordinator in HR matters, including maintaining the duty rosters;
- Assist the Regional Administration Coordinator in finance related matters, including petty cash/imprest account management and act as imprest account administrator, if needed;
- Coordinate in the Region low value procurement approved for petty cash and direct invoice payments, obtain all necessary financial documentation to support purchases;
- Conduct local market research for supply, services and works, liaise and negotiate with local vendors regarding proposals and information for purchase of equipment, materials and services;
- Provide assistance on office moves, reallocations and general distribution of logistics general supplies;
- Be responsible for organizing and accounting for goods properly in the Region, according to instructions from the line manager, handle mission members requests and issue items in accordance with mission rules and procedures;
- Observe appearances and conditions of premises and equipment, report needed repairs, safety hazards, or conditions requiring outside vendor services;
- Follow up on service routines for vehicles, weekly checks and corresponding reports;
- Assist in the efficient execution of contracts relating to acquisition and maintenance / services contracts, including car insurance issues, produces reports concerning vehicle maintenance and damages;
- Arrange recovery of vehicles and carry out damage reports from the administration point of view in case of accidents;
- Coordinate with MHQ all Communication and Information Systems (CIS) related issues;
- Carry out office duties and maintain filing systems, file documents and recorded data in appropriate database, spreadsheets and all data related files;
- Deal with information with confidentiality and discretion;
- Perform any other task as requested by his/her Line Manager.



## **Qualifications and experience**

### **Eligibility criteria:**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of the Secondary Education attested by a Certificate;
- After having obtained the Certificate of Complete Secondary Education, at least three (3) years of proven relevant professional experience in one or more of the following areas (Administration, Finance, Human resources management, project management, Logistics, Transport or CIS) in the private and/or public sector, especially in positions requiring organizational skills, with a service oriented approach.

### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge and experience of MS Office Suite;
- Ability to work on a multitude of activities at the same time and with limited supervision and focus on priorities;
- Ability to deliver work on time and to agreed standards, even under pressure.

### **Additional advantageous assets:**

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

### **Personality assets:**

- Have strong sense of initiative, responsibility and autonomy;
- To build productive and cooperative working relationships with other staff members.
- Ability to work independently and harmoniously with colleagues and as part of a team, with respect to diversity;
- Punctuality, commitment to quality, attention to detail, solid work ethics, willingness to work flexible working hours and still deal helpfully and courteously with all contacts.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
KHLD 01, 02 (2 positions)	Mission Security Officer	
Department/Unit	Location	Post Group (Local Staff)
Security and Safety Department/Kharkiv Regional Presence	Kharkiv/Kyiv/Lviv	II

The post holder will be placed under the authority of the Senior Mission Security Officer and/or his/her designate via regional Mission Security Officer. As part of the Security Office, s/he will contribute to the efficient and effective running of the Security tasks.

#### **Duties and Responsibilities**

The Mission Security Officer will be required, in accordance with the EUAM mandate, the Code of Conduct and the EU Conditions of Service for locally employed Staff members, to perform the following tasks:

- The Mission Security Officer assists in the implementation of security operations and all matters relating to the safety and security for EUAM Ukraine personnel in the country or in the region of assignment;
- Assists Regional based Mission Security Officers in collecting, updating and communicating information regarding the security situation in the country;
- Liaises and coordinates, as appropriate, with the host government security organizations and/or personnel, including national and local provincial authorities, military, and police officers, as well as non-governmental organizations and other non-State actors in the area of operation;
- Helps to assess the security situation at the duty station and ensures adequate gathering and verification of security information that may be required for a proper analysis of the situation by the Mission Security Officers/Analyst;
- May be requested to provide technical assistance at EMT/CMT meetings, in the absence of the Regional based Mission Security Officers;
- Assists in maintaining the Security Plan, including updating staff lists; Maintain updated security contingency plans;
- Ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- Assist in the conduct of regular fire drills, communication tests and evacuation exercises;
- Maintain public security and order inside EUAM HQ/Regional premises;
- Monitor the record of visitors inside EUAM HQ/Regional premises;
- Co-operate closely on security issues with other international organizations and national law enforcement agencies;
- Produce reports to the SMSO via Regional Mission Security Officer or DSMSO on any and all incidents affecting mission staff, offices and assets and initiate necessary follow up as directed by the EUAM security team;
- Assists in ensuring residential (Minimum Operating Residential Security Standards -MORSS) and office safety, and security preparedness
- Provide administrative and logistical support to the EUAM Security team;

- Coordinates with MSO in arrangements of appointments, receives visitors, places and screens telephone calls and answers queries with discretion, and takes minutes and/or notes at meetings.
- Assists in the development and maintenance of warden system and keeps update of information related to EUAM offices and residences;
- Support EUAM Sec in the tracking of mission personnel movements in Area of Responsibility according to prior arrangements and ensure proper communication;
- Perform other work- related tasks as assigned.

### **Qualifications and experience**

#### **Eligibility criteria's:**

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a diploma or Equivalent Police/Military/Security education, where the normal duration of university education in the country awarded is three (3) years or more;
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the private and/or public sector.

#### **Essential criteria**

- Be physically fit to perform the duties relating to the post;
- Have a thorough knowledge of the English, Ukrainian and Russian languages;
- Very good communication skills in English: ability to write and communicate orally in a clear and concise manner;
- Good experience of using data for preparing reports;
- Very good knowledge and experience of Microsoft Office Suites.
- Ability to perform on-call and irregular working schedule if required.
- Possession of a valid driver's license;

#### **Additional assets**

- Professional experience in an EU and/or international environment;
- Experience in positions requiring excellent analytical and organizational skills, with a service- and project-oriented approach;
- Professional qualification in security management is an asset;
- Experience of working in an intercultural environment, with respect of diversity;
- Knowledge of HF and VHF radio operation;
- Class C driving license would be an asset.

#### **Personality assets**

- Have 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;
- To build productive and cooperative working relationships with other staff members;
- To deal helpfully and courteously with people, including outside contacts;
- To have a positive attitude to working in a core team;
- To have a strong sense of confidentiality and discretion in dealing with all Mission-related matters.



## European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
LVLD 01, 02 (2 positions)	Mission Security Officer	
Department/Unit	Location	Post Group (Local Staff)
Security and Safety Department/Lviv Regional Presence	Lviv/Kyiv/Kharkiv	II

The post holder will be placed under the authority of the Senior Mission Security Officer and/or his/her designate via regional Mission Security Officer. As part of the Security Office, s/he will contribute to the efficient and effective running of the Security tasks.

#### **Duties and Responsibilities**

The Mission Security Officer will be required, in accordance with the EUAM mandate, the Code of Conduct and the EU Conditions of Service for locally employed Staff members, to perform the following tasks:

- The Mission Security Officer assists in the implementation of security operations and all matters relating to the safety and security for EUAM Ukraine personnel in the country or in the region of assignment;
- Assists Regional based Mission Security Officers in collecting, updating and communicating information regarding the security situation in the country;
- Liaises and coordinates, as appropriate, with the host government security organizations and/or personnel, including national and local provincial authorities, military, and police officers, as well as non-governmental organizations and other non-State actors in the area of operation;
- Helps to assess the security situation at the duty station and ensures adequate gathering and verification of security information that may be required for a proper analysis of the situation by the Mission Security Officers/Analyst;
- May be requested to provide technical assistance at EMT/CMT meetings, in the absence of the Regional based Mission Security Officers;
- Assists in maintaining the Security Plan, including updating staff lists; Maintain updated security contingency plans;
- Ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- Assist in the conduct of regular fire drills, communication tests and evacuation exercises;
- Maintain public security and order inside EUAM HQ/Regional premises;
- Monitor the record of visitors inside EUAM HQ/Regional premises;
- Co-operate closely on security issues with other international organizations and national law enforcement agencies;
- Produce reports to the SMSO via Regional Mission Security Officer or DSMSO on any and all incidents affecting mission staff, offices and assets and initiate necessary follow up as directed by the EUAM security team;
- Assists in ensuring residential (Minimum Operating Residential Security Standards -MORSS) and office safety, and security preparedness
- Provide administrative and logistical support to the EUAM Security team;

- Coordinates with MSO in arrangements of appointments, receives visitors, places and screens telephone calls and answers queries with discretion, and takes minutes and/or notes at meetings.
- Assists in the development and maintenance of warden system and keeps update of information related to EUAM offices and residences;
- Support EUAM Sec in the tracking of mission personnel movements in Area of Responsibility according to prior arrangements and ensure proper communication;
- Perform other work- related tasks as assigned.

### **Qualifications and experience**

#### **Eligibility criteria's:**

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- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
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