



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

<b>Organisation:</b>	European Union Advisory Mission in Ukraine			
<b>Job Location:</b>	Kyiv			
<b>Availability:</b>	As indicated below			
<b>Staff Regime:</b>	As indicated below			
<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 (3)</u></b>			
	UALO 14	Anti-corruption Officer	Kyiv	ASAP
	UALO 19	Public Finance Officer	Kyiv	ASAP
	UALS 12	HRM Officer/DataBase Administrator	Kyiv	13 May 2017
	UALC 07*	<i>Ex-ante Verification Officer</i>	Kyiv	ASAP
<b>Deadline for applications:</b>	<b>Wednesday, 10 May 2017 at 12h00 Kyiv time</b> *(Monday 15 May at 12h00 Kyiv time for UALC 07 only)			
<b>E-mail to send the App. Form:</b>	<a href="mailto:vacancies@euam-ukraine.eu">vacancies@euam-ukraine.eu</a>			

\* *Pending for budget approval; deadline for applications: 15 May at 12h00 Kyiv time*

**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.



### Local staff application procedure

<b>Organizational Unit:</b>	<b>EUAM Ukraine</b>
<b>Appointment Date:</b>	<b>As indicated above</b>
<b>Deadline for applications:</b>	<b><u>Wednesday, 10 May 2017 at 12h00 Kyiv time</u></b> <b>For post UALC 07: Monday, 15 May at 12h00 Kyiv time</b>
<b>Process:</b>	<p><b>Application forms are to be sent in English to EUAM Ukraine, to the attention of Human Resources Management Unit by e-mail to the following e-mail account:</b></p> <p><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 to be returned in Word format, and indicating which position(s) the candidate is applying for.</b></p> <p><b>Only one application per person will be accepted.</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, 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	
UALO 14	Anti-corruption Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Strategic Civilian SSR Component	Kyiv	II

The post holder will report to the Senior Adviser on Anti-Corruption 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 Anti-Corruption 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 anti-corruption related reforms;
- Research and analyse existing legislation and draft laws in the field of security sector and especially in the area of anti-corruption reform;
- Attend meetings with different counterparts and, if necessary, provide interpretation services during such meetings;
- Take notes / minutes from meetings;
- Assist and support the Line Manager in the coordination of projects;
- 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, Law enforcement or rule of law, 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 civilian security sector and in particular anti-corruption 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 19	Public Finance Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Strategic Civilian SSR Component	Kyiv	II

The post holder will report to the Senior Adviser on Public Finance. 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 Finance 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 Senior Adviser on Public Finance in support of her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Assist and support the Senior Adviser on Public Finance in the coordination of projects;
- 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 the Ministerial 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;
- 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, Economics, International Relations, Law 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;
- 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 12	HRM Officer/DataBase Administrator	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/Human Resources Management Unit	Kyiv	II

The Human Resources Management (HRM) Officer/Database (DB) Administrator will report to the Chief Human Resources Management (HRM) Unit. As part of the HRM Unit, s/he will support the Unit and contribute to the efficient and effective running of the HRM tasks.

#### **Duties and Responsibilities**

The HRM Officer/DB Administrator 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:

- Responsible for the Mission members electronic personal files build up and filing system;
- Work with personnel database management systems software in order to determine the best possible way to organize and store data;
- Assess process routine requests for information;
- Test regularly any modifications made to the database and verify the accuracy of data stored;
- Monitor the system in order to guarantee proper performance and propose solutions for improvement;
- Maintain HRM Unit electronic filing systems (File documents and all data related recorded files in appropriate database);
- Perform administrative duties, draft letters, memos, note to the file and other requested document;
- Establish, develop and maintain a proper communication with CIS, developers and or any other related personnel in maintaining at a high level the DB functioning;
- Translate HRM related documents from local languages to English and vice versa as required;
- Administer the leave entitlements of the Mission members;
- Manage the duty roster and monthly attendance sheet;
- Contribute to the Local Staff Payroll;
- Design and produce HRM statistics using data from the DB as required;
- Deal with information with high 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 Human Resources Management, Public Administration, Business Administration, or similar related fields/technical field

corroborated with at least 2 years' experience in Human Resources Management, where the normal duration of university education 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 a relevant field of work (HR database management, public administration, etc.) 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;
- Good experience of using data for preparing reports.

**Additional advantageous assets:**

- Excellent administration and organizational skills;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach;
- 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;
- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

**Personality assets:**

- Have a strong sense of initiative, responsibility and autonomy;
- Ability to build trustful and productive 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, solid work ethics, willingness to work flexible/long hours.





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

### LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALC 07	Ex-ante Verification Officer	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/ Financial Cell	Kyiv	I

The Ex-ante Verification Officer will report functionally to the Head of Mission in the development and implementation of administrative and financial policies and will report administratively to the Chief of Staff. As part of the Financial Cell, s/he will contribute to the efficient and effective running of the ex-ante audit tasks.

#### **Duties and Responsibilities**

The Ex-ante Verification 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:

- Perform, in coordination with the Mission Support Department, ex-ante checks;
- Verify operational and financial aspects of each transaction;
- Control that each expense is in line with criteria of eligibility as well as the applicable EU rules and regulations;
- Provide financial data to the Head of Mission Support Department in relation to budget utilization;
- Control that each requisite is in line with the Mission Financing Agreement and the regulatory framework (Financial regulations, Mission Guide, European Commission's note on representation expenses and other applicable regulations);
- Check and confirm, prior to the initial launch of tender procedure and before the signature of contracts, that the relevant EU rules are duly respected;
- Perform procurement files verification
- Translate verification 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:**

- 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 Audit, Economics, Finance, Accounting or banking and Insurance or a closely related field of study, where the normal duration of university education in the country awarded is four (4) 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 in Audit, or Project Management or accountancy and/or book-keeping and/or procurement.

**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 applications and budget, accounting or Human Resources software's;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach;
- Excellent experience of using data for preparing reports.

**Additional advantageous assets:**

- Experience of working in an intercultural environment, with respect of diversity.
- Professional experience in an EU and/or International environment;
- Knowledge of PRAG and EU Financial Regulation and Implementing Rules.

**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.