European Union Advisory Mission for Civilian Security Sector Reform in Ukraine

Organisation:	**European Union Advisory Mission in Ukraine**			
Job Location:	**Kyiv**			
Availability:	**As indicated below**			
Staff Regime:	**As indicated below**			
Job Title/ Vacancy notice	**Ref.**	**Title of the post**	**Location**	**Available on**
	Locally Contracted (1)			
	UALS 49	CIS Officer (SharePoint Developer)	Kyiv	ASAP
Deadline for applications:	Saturday, **8 April 2017** at **12h00 Kyiv time**			
E-mail to send the App. Form:	**vacancies@euam-ukraine.eu**			

Eligibility criteria for <u>the</u> post (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

Organizational Unit:	EUAM Ukraine
Appointment Date:	As soon as possible
Deadline for applications:	Saturday, 8 April 2017 at 12h00 Kyiv time
Process:	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: vacancies@euam-ukraine.eu 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.** Eligibility criteria is of outmost importance. It is not necessary at this stage to send copies of qualifications, previous employment contracts, etc. The candidates will be shortlisted based on their professional qualifications and those top qualified will be invited for tests and/or interviews. Other specific post-requirements criteria (e.g. knowledge, skills, etc) will be assessed during the selection process. At the end of the selection process, only interviewed applicants will receive selection or non-selection notifications. 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.

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

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALS 49	CIS Officer (SharePoint Developer)	
Department/Unit	Location	Post Group (Local Staff)
Mission Support/Communications and Information Systems (CIS) Unit	Kyiv	II

The CIS Officer (SharePoint Developer) reports to the CIS Officer-IT. As part of the CIS Unit team, s/he will contribute to the efficient and effective running of the Unit tasks with a focus on developing the functionalities and capabilities of the SharePoint platform and integration with related technologies and other information or collaboration systems.

Duties and Responsibilities
The CIS Officer (SharePoint Developer) will be required, in accordance with the EUAM mandate, the Code of Conduct and the General Service Conditions for locally contracted staff, to perform the following tasks:
- Design, create and deploy mission-specific information processes and workflows by using Microsoft SharePoint Server in the concept areas of Enterprise Content Management & Search, Knowledge Management, Communication, Collaboration, and Business Intelligence;
- Build customization on SharePoint with SharePoint Designer as well as .NET developing architecture and other tools;
- Maintain applications on a geographically distributed and high-availability SharePoint platform;
- Build integrations with other information systems, and produce customized reports/dashboard/scorecards/key performance indicators to end-users by utilizing SharePoint PerformancePoint services or other tools;
- Produce documentation of developed solutions;
- 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 a full course of university studies attested by a degree in Information Technology, Computer Science, 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 design processes related to the development of information systems of which three (3) years in developing, implementing and supporting solutions based on SharePoint technology.

Essential criteria:
- Be physically fit to perform the duties relating to the post;
- Excellent communication skills in English, Ukrainian and Russian;
- Experience with developing SharePoint especially in the area of InfoPath WorkFlow, PerformancePoint Services and group-driven Work-Spaces;
- Demonstrate expert knowledge in analytical processes and best practices relevant to designing information systems;
- Advanced knowledge of SharePoint Designer, Visual Studio, and .NET;
- Advanced knowledge of JavaScript, C#, and HTML, with basic knowledge of SQL Server;
- Excellent computer skills in Microsoft Office applications (Excel, Word, Power Point);
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
- Good interpersonal and communication skills, ability to communicate effectively verbally and in writing;
- Ability to present technical subjects to a non-technical audience, and collaborate effectively with non-technical business users to gather technical requirements and specifications including presentation skills and analytical skills;
- Ability to prioritize and manage a high workload exceptionally.

Additional advantageous assets:
- Industry certification with specialization in Microsoft SharePoint Server application development, such as Microsoft Certified Technology Specialist (MCTS) or Microsoft Certified Professional Developer (MCPD), is a strong asset;
- Other Microsoft-related technology concept skills are a strong advantage, such as Microsoft Dynamics AX/NAV, Microsoft Lync Server/Skype-for-Business Server, SQL Server;
- Cross-platform linkages and integration employing diverse technologies (e.g. Microsoft/Unix, SQL/MySQL);
- Professional experience in an EU and/or international environment;
- Experience of working in an intercultural environment, with respect for 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;
- 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.