



## 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, Kharkiv, Lviv			
<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 (10)</u></b>			
	UALO 09	Interpreter/Translator	Kyiv	ASAP
	UALM 01*	IT Officer	Kyiv/Countrywide	ASAP
	UALM 02*	Prosecutorial Reform Officer	Kyiv/Countrywide	ASAP
	UALM 03*	Coordination Officer/Interpreter	Kyiv/Countrywide	ASAP
	UALM 04*	Interpreter/Translator	Kyiv/Countrywide	ASAP
	UALM 05*	Human Rights/Gender/Civil Society Adviser	Kyiv/Countrywide	ASAP
	KHLO 06*	Prosecutorial Reform Officer	Kharkiv	ASAP
	KHLO 07*	Public Finance Officer	Kharkiv	ASAP
	LVLO 06*	Prosecutorial Reform Officer	Lviv	ASAP
	LVLO 07*	Public Finance Officer	Lviv	ASAP
<b>Deadline for applications:</b>	<b>07 September 2017 at 12h00 Kyiv time</b>			
<b>E-mail to send the App. Form:</b>	<a href="mailto:vacancies@euam-ukraine.eu">vacancies@euam-ukraine.eu</a>			

\*The advertised posts are pending final OPLAN and budget rider approval.

**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.**



### 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>07 September 2017 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 Unit by e-mail to the following e-mail account: <a href="mailto:vacancies@euam-ukraine.eu">vacancies@euam-ukraine.eu</a></b></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; 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	
KHLO 06	Prosecutorial Reform 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 (Kharkiv). 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 contracted staff, to perform the following tasks:

- Assist the Line Manager in support of the development of the Regional Prosecutor's Office: to ensure that legislation and strategies from the GPO are implemented and to oversee pilot projects and working groups which are convened at regional level on matters relevant to the effective functioning of the prosecution service;
- Follow-up of central level legislative initiatives of prosecutorial reforms and the implementation in the region;
- Support the Senior Adviser on Prosecution in prosecution reforms;
- Support the Regional Prosecutor's Office in developing sustainable working and evaluation processes and support and advise on cooperation with other regional authorities, especially police – prosecution cooperation;
- Research and analyse existing legislation and draft laws in the field of security sector and especially in the area of prosecutorial reform;
- Attend meetings (WGs and conferences) with different counterparts and, if necessary, provide translation and 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 mission members;
- Ability to deal helpfully and courteously with people, including outside contacts.