



European Union Advisory Mission for Civilian Security Sector Reform in Ukraine

Organisation:	European Union Advisory Mission in Ukraine			
Job Location:	Kyiv, Kharkiv, Lviv			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Title of the post	Location	Available on
	<u>Locally Contracted (10)</u>			
	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	
Deadline for applications:	07 September 2017 at 12h00 Kyiv time			
E-mail to send the App. Form:	vacancies@euam-ukraine.eu			

*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

Organizational Unit:	EUAM Ukraine
Appointment Date:	As indicated above
Deadline for applications:	07 September 2017 at 12h00 Kyiv time
Process:	<p>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</p> <p>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.</p> <p>Only one application per person will be accepted; max three positions to apply for with priorities specified.</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	
UALM 01	IT Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Mobile Unit	Kyiv/Countrywide	II

The post holder will report to the Head of Operations. 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 IT 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 her/his efforts in supporting the development of Information Technology (IT) infrastructure, its management and maintenance procedures in the Ukrainian civilian security sector institutions in accordance with Mission policy and guidelines;
- Assist the Line Manager in liaising with relevant stakeholders to support improvement in service provision, interoperability between information systems and enhancing the use of information in human resources policy making and planning, budgeting, accounting and monitoring systems in order to increase accessibility and use of data;
- Assess the needs and the state of play of the IT-systems in the regions (within police and prosecution offices);
- Support in IT area to implement reforms in accordance with the centrally agreed policies and guidelines;
- Assist and support the Line Manager in the coordination of projects;
- Perform translations of all types of documents related to the area of expertise 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 and also during duty trips;
- Cooperation with the Senior Adviser on Communications and Information Systems in CSSR Component;
- 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 Information Technology, Computer Science, Telecommunications 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 in Governance related issues, to include the development of Ukrainian government and ministerial reform policy;
- Knowledge of Ukrainian Governmental Institutions, structures and governance processes;
- Experience in IT project/program management, or IT service management framework including IT security 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 mission members;
- Ability to deal helpfully and courteously with people, including outside contacts.