



## 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	
UALM 03	Coordination Officer/Interpreter	
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.

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 Coordination Officer/Interpreter 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:

- Advise and support the Line Manager in reporting of the activities in the region according to the Head of Mission's directions, OPLAN, CONOPS, MIP, OIF and other relevant planning document;
- Ensuring that operational activities and possible projects in the region are conducted according to the Mission instructions;
- Ensure proper identifying, collecting and disseminating of lessons and best practices in the regions;
- 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 and coordination;
- 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 Mission Components;
- Draft, review and translate documents;
- Perform verbal and written interpretation/translation from Ukrainian, Russian or English and vice versa during meetings, events and also during duty trips;
- Provide language assistance to mission members and participate in negotiations with the Ukrainian authorities;
- Compile terminology and information to be used in translations, including technical terms such as legal material;
- 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 Political Science, International Relations, Social Sciences, Diplomacy, Interpretation/Translation, English Language and Literature 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 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.