



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 05	Human Rights/Gender/Civil Society Adviser	
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 Human Rights/Gender/Civil Society Adviser 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 his/her contribution to the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Support mainstreaming engagement of civil society and to advise, mentor and support mainstreaming human rights and gender oriented approach within the CSSR agencies in the region;
- Closely cooperation with advisers/trainers on RoL and Good Governance/Human Resources Management;
- Collect and analyse information contained in communications and publications from different sources, including the press, in coordination of Mission Press and Public Information Department with regards to human rights, minorities and gender related topics/issues;
- Provide continuous mapping and analysis of civil society actors' involvement in the civilian security sector reform;
- Take notes/minutes;
- Draft written expert analysis, reports and presentations;
- Perform translations of all types of documents, e.g. laws, administrative regulations, presentations, letters, reports etc. from English to Ukrainian/Russian language and vice-versa,
- Perform interpretation in liaison and consecutive mode from English to Ukrainian and/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;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and national/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;

- Assist and support the Line Manager in the coordination of projects;
- 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, International Relations, Public Administration, Political Science, Social Sciences, Diplomacy, Economics 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;
- Knowledge of human rights, minorities and gender related areas;
- Thorough knowledge of the political, cultural and security situation in Ukraine, especially in the areas of civil society, security sector and its reform process;
- 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;
- Ability to build productive and cooperative working relationships with other mission members;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to deal helpfully and courteously with people, including outside contacts.