



## 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/<br/>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**

|                        |                        |                                 |
|------------------------|------------------------|---------------------------------|
| <b>Position Code</b>   | <b>Position Title</b>  |                                 |
| UALO 09                | Interpreter/Translator |                                 |
| <b>Department/Unit</b> | <b>Location</b>        | <b>Post Group (Local Staff)</b> |
| Operations Department  | Kyiv                   | 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 Interpreter/Translator 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:

- 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 possible duty trips;
- Provide language assistance to Operations Department staff and participate in negotiations with the Ukrainian authorities;
- Compile terminology and information to be used in translations, including technical terms such as legal material;
- Arrange meetings with Ukrainian counterparts;
- Translate notes / minutes from meetings when needed;
- Work at short notice and irregular working schedule;
- Deal with information with confidentiality and discretion;
- Perform any other task as requested by his/her Line Manager.

**Qualifications and experience**

**Eligibility criteria's:**

- 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 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;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach;
- Ability to write and communicate in a clear and concise manner;
- 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;
- Ability to deal helpfully and courteously with people, including outside contacts.



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

**LOCAL STAFF POST VACANCY ADVERTISEMENT**

| <b>Position Code</b>              | <b>Position Title</b> |                                 |
|-----------------------------------|-----------------------|---------------------------------|
| UALM 01                           | IT Officer            |                                 |
| <b>Department/Unit</b>            | <b>Location</b>       | <b>Post Group (Local Staff)</b> |
| Operations Department/Mobile Unit | Kyiv/Countrywide      | II                              |

The post holder will report to the Head of Operations and will be administratively coordinated through the assigned Team Leader. 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.



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

**LOCAL STAFF POST VACANCY ADVERTISEMENT**

|                                   |                              |                                 |
|-----------------------------------|------------------------------|---------------------------------|
| <b>Position Code</b>              | <b>Position Title</b>        |                                 |
| UALM 02                           | Prosecutorial Reform Officer |                                 |
| <b>Department/Unit</b>            | <b>Location</b>              | <b>Post Group (Local Staff)</b> |
| Operations Department/Mobile Unit | Kyiv/Countrywide             | II                              |

The post holder will report to the Head of Operations and will be administratively coordinated through the assigned Team Leader. 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 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.





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**LOCAL STAFF POST VACANCY ADVERTISEMENT**

| <b>Position Code</b>              | <b>Position Title</b>            |                                 |
|-----------------------------------|----------------------------------|---------------------------------|
| UALM 03                           | Coordination Officer/Interpreter |                                 |
| <b>Department/Unit</b>            | <b>Location</b>                  | <b>Post Group (Local Staff)</b> |
| Operations Department/Mobile Unit | Kyiv/Countrywide                 | II                              |

The post holder will report to the Head of Operations and will be administratively coordinated through the assigned Team Leader. 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 three (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.



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

**LOCAL STAFF POST VACANCY ADVERTISEMENT**

| <b>Position Code</b>              | <b>Position Title</b>  |                                 |
|-----------------------------------|------------------------|---------------------------------|
| UALM 04                           | Interpreter/Translator |                                 |
| <b>Department/Unit</b>            | <b>Location</b>        | <b>Post Group (Local Staff)</b> |
| Operations Department/Mobile Unit | Kyiv/Countrywide       | II                              |

The post holder will report to the Head of Operations and will be administratively coordinated through the assigned Team Leader. 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 Interpreter/Translator 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:

- 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 possible 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;
- Arrange meetings with Ukrainian counterparts;
- Translate notes / minutes from meetings when needed;
- Work at short notice and irregular working schedule;
- 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, 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 three (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;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach;
- Ability to write and communicate in a clear and concise manner;
- 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;
- Ability to deal helpfully and courteously with people, including outside contacts.



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

**LOCAL STAFF POST VACANCY ADVERTISEMENT**

| <b>Position Code</b>              | <b>Position Title</b>                     |                                 |
|-----------------------------------|---|---------------------------------|
| UALM 05                           | Human Rights/Gender/Civil Society Adviser |                                 |
| <b>Department/Unit</b>            | <b>Location</b>                           | <b>Post Group (Local Staff)</b> |
| Operations Department/Mobile Unit | Kyiv/Countrywide                          | II                              |

The post holder will report to the Head of Operations and will be administratively coordinated through the assigned Team Leader. 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 three (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.



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

**LOCAL STAFF POST VACANCY ADVERTISEMENT**

| <b>Position Code</b>                               | <b>Position Title</b>        |                                 |
|--|------------------------------|---------------------------------|
| KHLO 06  | Prosecutorial Reform Officer |                                 |
| <b>Department/Unit</b>                             | <b>Location</b>              | <b>Post Group (Local Staff)</b> |
| Operations Department/Kharkiv<br>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.





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

**LOCAL STAFF POST VACANCY ADVERTISEMENT**

| <b>Position Code</b>                               | <b>Position Title</b>  |                                 |
|--|------------------------|---------------------------------|
| KHLO 07  | Public Finance Officer |                                 |
| <b>Department/Unit</b>                             | <b>Location</b>        | <b>Post Group (Local Staff)</b> |
| Operations Department/Kharkiv<br>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 Public Finance 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 her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Provide support to development of strategies and action plan at the local level as a part of de-centralisation processes, especially economic de-centralisation;
- Support the development of costed civil security sector strategies, action plans and M&E systems at the local level in line with the strategic planning done at the central level;
- Follow up and analyse the process of budget preparation, allocation and execution at the central and the local level with a good understanding of the concept of policy based budgeting, procurement, resource planning and of the current concrete technical proposals on financial decentralization.
- Assist and support in the coordination of projects;
- Perform translations of all types of documents, e.g. laws, administrative regulations, presentations, letters, reports etc. 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 at the Ministerial level for the international members of EUAM as assigned;
- 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 Public Administration, Economics, International Relations, Law 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 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;
- 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.



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

**LOCAL STAFF POST VACANCY ADVERTISEMENT**

|  |                              |                                 |
|--|------------------------------|---------------------------------|
| <b>Position Code</b>                         | <b>Position Title</b>        |                                 |
| LVLO 06                                      | Prosecutorial Reform Officer |                                 |
| <b>Department/Unit</b>                       | <b>Location</b>              | <b>Post Group (Local Staff)</b> |
| Operations Department/Lviv Regional Presence | Lviv                         | II                              |

The post holder will report to the Regional Presence Coordinator (Lviv). 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.



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

**LOCAL STAFF POST VACANCY ADVERTISEMENT**

|  |                        |                                 |
|--|------------------------|---------------------------------|
| <b>Position Code</b>                         | <b>Position Title</b>  |                                 |
| LVLO 07                                      | Public Finance Officer |                                 |
| <b>Department/Unit</b>                       | <b>Location</b>        | <b>Post Group (Local Staff)</b> |
| Operations Department/Lviv Regional Presence | Lviv                   | II                              |

The post holder will report to the Regional Presence Coordinator (Lviv). 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 Public Finance 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 her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Provide support to development of strategies and action plan at the local level as a part of de-centralisation processes, especially economic de-centralisation;
- Support the development of costed civil security sector strategies, action plans and M&E systems at the local level in line with the strategic planning done at the central level;
- Follow up and analyse the process of budget preparation, allocation and execution at the central and the local level with a good understanding of the concept of policy based budgeting, procurement, resource planning and of the current concrete technical proposals on financial decentralization.
- Assist and support in the coordination of projects;
- Perform translations of all types of documents, e.g. laws, administrative regulations, presentations, letters, reports etc. from English to Ukrainian language and vice-versa,
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- Take notes/minutes;
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- 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:**

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- 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;
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- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector, would be a significant advantage;
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- Experience in compiling reports;
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- Ability to perform on-call and irregular working schedule if required.

#### **Additional advantageous assets:**

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#### **Personality assets:**

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