



European Union Advisory Mission for Civilian Security Sector Reform in Ukraine

Organisation:	European Union Advisory Mission in Ukraine			
Job Location:	Kyiv/Countrywide, Odesa, 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 (9)</u>			
	UALC 44*	Technical Specifications Drafting Officer	Kyiv	ASAP
	UALC 45* UALC 46*	Project Support Assistant (<i>2 positions</i>)	Kyiv	ASAP
	UALO 13	Vetting Officer	Kyiv	ASAP
	UALS 43	CIS Technician (Helpdesk & Support)	Kyiv	ASAP
	UALD 10*	Local Security Officer	Kyiv/Countrywide	ASAP
	UALM 06*	Administration Assistant	Kyiv/Countrywide	ASAP
	ODLO 07	Public Finance Officer	Odesa	ASAP
	LVLO 02 B**	Training Officer	Lviv	ASAP
Deadline for applications:	27th of April 2018 at 12h00 Kyiv time			
E-mail to send the App. Form:	vacancies@euam-ukraine.eu			

***Subject to the Deployment Plan approval.**

**** Temporary replacement during the Maternity Leave period.**

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:	27th of April 2018 at 12h00 Kyiv time
Process:	<p>Application forms are to be sent in English to EUAM Ukraine, to the attention of Human Resources Management 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	
UALC 44	Technical Specifications Drafting Officer	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/Planning, Coordination and Cooperation Department/Project Management Cell	Kyiv	II

The Technical Specifications Drafting Officer will report to the Head of Planning, Coordination and Cooperation Department (HoPCCD). As part of the Project Cell, s/he will contribute to the effective and efficient completion of relevant tasks.

The Technical Specifications Drafting Officer will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for Locally Contracted Staff Employed by EUAM Ukraine, Serving in Ukraine, to perform the following tasks in relation to the below phases of the projects cycle:

Duties and Responsibilities

PROJECTS PRE-TENDERING PHASE

- Gather and analyze complex technical information from all relevant sources, primarily for drafting/revising Technical Specifications/Terms of Reference/Bill of Quantities;
- Convert unstructured raw information into final, complete, and comprehensive content;
- Create complex technical content that is factual, technically accurate, consistent and effectively structured, incorporating (on need basis), tables, diagrams, drawings, references to respective standards, etc.;
- Organize material and complete writing assignments according to relevant internal SOPs and procurement rules (e.g. PRAG), as well as instructions regarding order, clarity, conciseness, style, and terminology;
- Review Technical Specifications/Terms of Reference/Bill of Quantities prepared in-house and by state and international agencies (including ones developed in line with EU Special Measures) for completeness, accuracy and compliance with relevant policies, procedures and standards;
- Maintain and keep up to date the templates for commonly used Technical Specifications/Terms of Reference/Bill of Quantities;
- Maintain the files of drafted/revised Technical Specifications/Terms of Reference/Bill of Quantities and their revision track/log;
- Regularly meet with Project Managers to determine and clarify the requirements/scopes of work for the projects under development (including ones developed in line with EU Special Measures);
- Attend Project Coordination Meetings and serve as a technical subject matter expert at internal/external project meetings;
- Communicate with people outside the organization, representing the own area of expertise to beneficiaries, EU-funded project staff, and external technical sources;
- Cooperate with the Project Cell colleagues as well as with the collocated EU funded project staff and fine tune the activities with the projects priorities/cycle;

- Inform Project Cell colleagues on his/her findings during the Technical Specifications/Terms of Reference/Bill of Quantities drafting/revision , that can be useful for the projects design and costs estimates;
- Provide the Project Managers with any relevant information/documents if/when requested by the Project Managers;
- Perform any other task as requested by his/her Line Manager.

PROJECTS IMPLEMENTATION PHASE

- Liaise with Project Managers to support for timely and quality implementation of concluded supply, works, service contracts related to projects in full compliance with the drafted Technical Specifications/Terms of Reference/Bill of Quantities;
- Serve as a technical subject matter expert in coordination meetings with EU funded projects;
- Based on received supplier reports, assist respective Project Managers in preparation and reporting to Head of Mission and Mission Units on the contracts implementation progress/statistics as per scope of relevant Technical Specifications/ Terms of Reference/Bill of Quantities;
- 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, Business Administration/Management, Finance, Economics, Contract Management and Procurement, Supply Chain Management, Logistics Management 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;
- Professional fluency in English, Ukrainian and Russian, including excellent drafting skills;
- Very good knowledge and practical experience in technical writing in the relevant field will be an asset;
- Very good knowledge of public and international procurement rules and principles;
- Experience in the area of Procurement will be an asset;
- Excellent interpersonal and negotiation skills;
- Ability to work in a team and in a multi-cultural environment;
- Very good knowledge of MS Office Suite;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach;
- Good experience of using data for preparing reports;
- Ability to focus on priorities, to monitor and evaluate procedures and processes;
- Ability to deliver work on time and to agreed standards, even under pressure.

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 work methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to deal helpfully and courteously with people, including outside contacts.