



### 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/Countrywide, Odesa, 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 (9)</u></b>                                     |                                                  |                  |                     |
|                                       | UALC 44*                                                                 | Technical Specifications Drafting Officer        | Kyiv             | ASAP                |
|                                       | UALC 45*<br>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                |
| <b>Deadline for applications:</b>     | <b>27<sup>th</sup> of April 2018 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> |                                                  |                  |                     |

**\*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

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Organizational Unit:</b>       | <b>EUAM Ukraine</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Appointment Date:</b>          | <b>As indicated above</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Deadline for applications:</b> | <b>27<sup>th</sup> of April 2018 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 Management Unit by e-mail to the following e-mail account:</b><br/> <a href="mailto:vacancies@euam-ukraine.eu">vacancies@euam-ukraine.eu</a></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            |                          |
|-------------------------------------------------------------------------------------------------|---------------------------|--------------------------|
| UALC 45, 46 (2 positions)                                                                       | Project Support Assistant |                          |
| Department/Unit                                                                                 | Location                  | Post Group (Local Staff) |
| Chief of Staff Office/Planning, Coordination and Cooperation Department/Project Management Cell | Kyiv                      | III                      |

The Project Support Assistant 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.

#### **Duties and Responsibilities**

The Project Support Assistant 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:

- Assist the Head of Planning, Coordination and Cooperation Department in tasks assigned;
- Provide support to the Operations Department, Mission Support Department and Planning, Coordination and Cooperation Department on the administration process of projects;
- Work closely with the Project Managers (incl. in the Mobile Unit and Regional Presences) in order to ensure the communication on project administration and guidelines;
- Take part in coordination of EUAM and other EU-funded projects' activities within the EU's integrated approach;
- Together with the other Project Support Assistant(s) serve as the cross-component support structure within Project Cell for the Mission operations in the area of project administrative matters, especially financial and procurement during the implementation phase of the projects;
- Assist the Mission's Project Managers in administering projects; work in close coordination with all sub-divisions of Mission Support Department to ensure the appropriate follow-up actions;
- Assist organising project events e.g. related to donations, conferences and trainings;
- Manage the communication flow with the relevant actors within the Mission throughout the whole duration of the implementation phase of assigned projects;
- Assist Project Managers in the Budgetary Commitments submissions; initiates Budgetary Commitments if required;
- While maintaining the administrative responsibilities of the Project Manager in accordance with the relevant SOPs (e.g. Project Management, Procurement, Finance), centralize and streamline administrative management and support to projects and operational events;
- Identify and anticipate from the administration perspective in a timely manner potential risks and issues specific to projects delivery forecast, and advise mitigating measures to the project teams;
- Contribute to project management procedures knowledge from the administrative perspective sharing and best practice roll out to Operations and Mission Support Department;
- Translate minor project related documents from English to Ukrainian and/or Russian language and vice-versa as assigned;

- Provide support in developing, planning and organising trainings and events in relation to administrative issues with Project Cell and MSD for Project Managers;
- Serve in exceptional cases as a Framework Contract Manager for certain Framework Contracts as appointed;
- Maintain, develop and file documents and recorded data in appropriate databases, spreadsheets and all data-related files;
- 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 the Secondary Education attested by a Certificate;
- After having obtained the Certificate of Complete Secondary Education , at least three (3) years of relevant and proven full-time professional experience in the private and/or public sector; preferably with international or non-governmental organisations in project implementation.

#### **Essential criteria:**

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills of English, Ukrainian and Russian;
- Very good knowledge of MS Office Suite;
- Experience in positions requiring analytical and organizational skills, with a service and project oriented approach;
- Experience of data analysis and spreadsheets.

#### **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;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure.