



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	
UALD 10	Local Security Officer	
Department/Unit	Location	Post Group (Local Staff)
Mission Security and Safety Department	Kyiv/Countrywide	II

The Local Security Officer will be placed under the authority of the Senior Mission Security Officer and/or his/her designate via regional Mission Security Officer. As part of the Security Office, s/he will contribute to the efficient and effective running of the Security tasks.

Duties and Responsibilities

The Local Security 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:

- Assist in the implementation of security operations and all matters relating to the safety and security for EUAM Ukraine personnel in the country or in the region of assignment;
- Assist Regional based Mission Security Officers in collecting, updating and communicating information regarding the security situation in the country;
- Liaise and coordinate, as appropriate, with the host government security organizations and/or personnel, including national and local provincial authorities, military, and police officers, as well as non-governmental organizations and other non-State actors in the area of operation;
- Help to assess the security situation at the duty station and ensure adequate gathering and verification of security information that may be required for a proper analysis of the situation by the Mission Security Officers/Analyst;
- Provide upon request technical assistance at EMT/CMT meetings, in the absence of the Regional based Mission Security Officers;
- Assist in maintaining the Security Plan, including updating staff lists; maintain updated security contingency plans;
- Ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- Assist in the conduct of regular fire drills, communication tests and evacuation exercises;
- Maintain public security and order inside EUAM HQ/Regional premises;
- Monitor the record of visitors inside EUAM HQ/Regional premises;
- Co-operate closely on security issues with other international organizations and national law enforcement agencies;
- Produce reports to the SMSO via Regional Mission Security Officer or DSMSO on any and all incidents affecting mission staff, offices and assets and initiate necessary follow up as directed by the EUAM security team;
- Assist in ensuring residential (Minimum Operating Residential Security Standards -MORSS) and office safety, and security preparedness;
- Provide administrative and logistical support to the EUAM Security team;

- Coordinate with MSO in arrangements of appointments, receive visitors, place and screen telephone calls and answer queries with discretion, and take minutes and/or notes at meetings;
- Assist in the development and maintenance of warden system and keep information related to EUAM offices and residences updated;
- Support EUAM Sec in the tracking of mission personnel movements in Area of Responsibility according to prior arrangements and ensure proper communication;
- Perform other work-related tasks as assigned.

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 diploma or Equivalent Police/Military/Security education, 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;
- Have a thorough knowledge of the English, Ukrainian and Russian languages;
- Very good communication skills in English: ability to write and communicate orally in a clear and concise manner;
- Good experience of using data for preparing reports;
- Very good knowledge of MS Office Suite;
- Ability to perform on-call and irregular working schedule if required;
- Possession of a valid driver's license.

Additional assets:

- Professional experience in an EU and/or international environment;
- Experience in positions requiring excellent analytical and organizational skills, with a service- and project-oriented approach;
- Professional qualification in security management is an asset;
- Experience of working in an intercultural environment, with respect of diversity;
- Knowledge of HF and VHF radio operation;
- Class C driving license would be an asset.

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- 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;
- Ability to build productive and cooperative working relationships with other mission members;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Have a positive attitude to working in a core team;
- Have a strong sense of confidentiality and discretion in dealing with all Mission-related matters.