



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	
UALM 06	Administration Assistant	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Mobile Unit (MU)	Kyiv/Countrywide	III

The Administration Assistant will report to the Head of Operations. As support element to the Mobile Unit, s/he will contribute to the efficient and effective running of the administrative tasks and coordinate the actions with the assigned Mobile Unit Team Leader.

Duties and Responsibilities

The Administration 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 in close coordination with staff members during their temporal deployments to the regions:

- Assist the Mobile Unit with the daily administrative support during its deployments in the regions;
- Coordinate with HR/Travel/Logistics/transport and perform the admin support related to the deployments of the Mobile Unit in the regions;
- Assist Mobile Unit in HR matters, including maintaining the duty rosters;
- Assist the Mobile Unit in finance related matters, including petty cash/imprest account management and act as imprest account administrator, if needed;
- Coordinate during the MU's deployments low value procurement approved for petty cash and direct invoice payments, obtain all necessary financial documentation to support purchases;
- Conduct local market research for supply, services and works, liaise and negotiate with local vendors regarding proposals and information for purchase of equipment, materials and services;
- Provide assistance on office moves, relocations and general distribution of logistics general supplies;
- Ensure mail correspondence with the EUAM Main Building and other Buildings via express post;
- Be responsible for organizing and accounting for goods, according to instructions from the line manager, handle mission members requests and issue items in accordance with mission rules and procedures;
- Observe appearances and conditions of premises and equipment, report needed repairs, safety hazards, or conditions requiring outside vendor services;
- Follow up on service routines for vehicles, weekly checks and corresponding reports;
- Assist in the efficient execution of contracts relating to acquisition and maintenance/services contracts, including hotel accommodations, car insurance issues, produce reports;
- Arrange recovery of vehicles and carry out damage reports from the administration point of view in case of accidents;
- Coordinate with HQ all Communication and Information Systems (CIS) related issues;
- Carry out office duties and maintain filing systems, 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 the Secondary Education attested by a Certificate;
- After having obtained the Certificate of Complete Secondary Education, at least three (3) years of proven relevant professional experience in one or more of the following areas (Administration, Finance, Human resources management, project management, Logistics, Transport or CIS) in the private and/or public sector, especially in positions requiring organizational skills, with a service oriented approach.

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;
- Ability to work on a multitude of activities at the same time and with limited supervision and focus on priorities;
- 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;
- Ability to build productive and cooperative working relationships with other mission members;
- Ability to work independently and harmoniously with colleagues and as part of a team, with respect to diversity;
- Punctuality, commitment to quality, attention to details, solid work ethics, willingness to work flexible working hours and still deal helpfully and courteously with all contacts.