



European Union Advisory Mission for Civilian Security Sector Reform in Ukraine

Organisation:	European Union Advisory Mission in Ukraine			
Job Location:	Kyiv, Lviv, Countrywide			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Title of the post	Location	Available on
	Locally Contracted (19)			
	UALO 51	Domestic Security Officer	Kyiv	ASAP
	UALS 48	CIS Officer (Telephony and Unified Communications)	Kyiv	ASAP
	UALS 64	Fleet Maintenance Officer	Kyiv	ASAP
	LVLO 05	Interpreter/Translator	Lviv	ASAP
	UALO 13*	Training Officer	Kyiv	1 June 2019
	UALO 15*	Human Rights and Gender Officer/Trainer	Kyiv	1 June 2019
	UALO 44*	Senior General Policing Expert	Kyiv	1 June 2019
	UALO 47*	General Policing Officer	Kyiv	1 June 2019
	UALM 07*	General Policing Officer (<i>2 positions</i>)	Kyiv/Countrywide	1 June 2019
	UALM 27*			
	UALM 21*	IT Officer	Kyiv/Countrywide	1 June 2019
	UALM 22*	Prosecutorial Reform Officer	Kyiv/Countrywide	1 June 2019
	UALM 23*	Coordination Officer/Interpreter	Kyiv/Countrywide	1 June 2019
	UALM 24*	Interpreter/Translator	Kyiv/Countrywide	1 June 2019
	UALM 25*	Human Rights/Gender/Civil Society Officer	Kyiv/Countrywide	1 June 2019
	UALM 26*	Administration Assistant	Kyiv/Countrywide	1 June 2019
	UALS 24*	Finance Officer	Kyiv	1 June 2019
UALS 50*	CIS Officer (Systems Administration)	Kyiv	1 June 2019	
UALS 79*	Technical Logistics Assistant	Kyiv	1 June 2019	
Deadline for applications:	13th of May 2019 at 12h00 Kyiv time			
E-mail to send the App. Form:	vacancies@euam-ukraine.eu			

*The advertised posts are pending OPLAN/budget approval.

Eligibility and essential 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;
- 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:	13th of May 2019 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	
UALO 13*	Training Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Strategic CSSR Component	Kyiv	II

The Training Officer will report to the Head of HR Development Unit in support of the Strategic CSSR Component. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks.

Context

The Operations Department manages and supervises the conduct of Mission activities whilst ensuring proper orientation and operational coherence towards the end state.

Duties and Responsibilities

The Training 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 the Head of Strategic CSSR Component in support of her/his efforts in the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Assist in the development of curricula and deliver training on Human Resources Management;
- Support in developing and implementing in-service trainings;
- Assist and support the Line Manager in the coordination of projects;
- 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;
- Take notes/minutes;
- Draft written analysis, reports and presentations;
- Performs 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 for the international members of EUAM as assigned;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- Perform administrative duties, draft e-mails, memos, letters 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, Law, Police Science, Political Science, International Relations, Social Sciences, Diplomacy 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 in positions requiring organizational skills, with a service approach;
- Experience in compiling reports.

Additional advantageous assets:

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector, would be a significant advantage.

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 staff 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;
- Ability to perform on-call and irregular working schedule if required.