



European Union Advisory Mission for Civilian Security Sector Reform in Ukraine

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|--------------------------------------|--|--|------------------|---------------------|
| 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

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|-----------------------------------|---|
| 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 44* | Senior General Policing Expert | |
| Department/Unit | Location | Post Group (Local Staff) |
| Operations Department/Law Enforcement Agencies Component | Kyiv | I |

The Senior General Policing Expert will report to the Head of Law Enforcement Agencies Component in support of the Component and other Components as required. As part of the Operations Department, s/he will contribute to the efficient and effective completion of relevant tasks under special consideration of the integrated approach.

Context

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

Duties and Responsibilities

The Senior General Policing Expert 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 Law Enforcement Agencies Component in support of her/his efforts in the development of Ukrainian MoIA/NPU reform policy, strategies, SOPs and in accordance with Mission policy and guidelines;
- Assist and advice, in particular
 - on the delineation among LEAs, in particular with regard to Community Policing/ General Policing, Public Order;
 - on implementing the Performance Evaluation System of the NPU following European Best Practice;
 - on implementing the Human Resources Management System of the NPU;
 - on implementing the National Road Traffic Safety Strategy in the regions;
- Advice on the interpretation and perform translations of all types of documents, e.g. laws, administrative regulations, presentations, letters, reports etc. from English to Ukrainian language and vice-versa, if needed;
- Take notes/minutes;
- 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;
- Draft written analysis, reports and presentations;
- 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 master degree in Public Administration, Political Science, Police Science, International Relations, Law, Social Sciences, Diplomacy or a closely related field of study, where the normal duration of university education in the country awarded is four (4) years or more (master's/specialist's degree is a requirement);
- At least seven (7) years of relevant and proven full-time professional experience on senior managerial positions in policing.

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;
- High professional knowledge in General Policing, in particular Command and Control, Performance Evaluation, Humans Resource Management and Road Safety related areas;
- Sound knowledge of UA government structures and governance processes in the context of Civilian Security Sector Reform;
- Knowledge of Ukrainian Law Enforcement Institutions, with regard to delineation of competences, structures and business processes;
- Proven Leadership skills in leading teams and/or organizational structures;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports.

Additional advantageous assets:

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

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- 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;
- 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.